

NETPDC

Naval Education and Training Professional Development Center



Tuition Assistance (TA) Wide Area Work Flow (WAWF) Guide



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Preamble

Navy, Marine and Coast Guard Tuition Assistance

The DoD has a number of tuition programs, and each program has its own invoicing procedures. The invoicing instructions in this guide are specific to the billing of Navy, Marine, and Coast Guard students under the Tuition Assistance program. Students under this program will provide a Tuition Assistance form that says "Tuition Assistance Authorization" at the top of the form. The Navy has special programs, such as NCPACE, GEV, and AEV, which will also use these same procedures and instructions.

Per Department of Defense Memorandum of Understanding, all educational providers accepting military students using Tuition Assistance must request payment using Wide Area Work Flow (WAWF) via Procurement Integrated Enterprise Environment (PIEE). Each school must have your CAGE Code added to the PIEE Vendor Group Structure (pg. 3)

Tuition Assistance Technician/LPO Points of Contact

Please contact the following POCs for invoicing assistance. Your TA Extension number corresponds to your LPO processing technician.

TA Ext	Contact	Email	Telephone
TA	Joe Fata	joseph.fata@navy.mil	(850) 473-6404
TA 1	Joe Fata	joseph.fata@navy.mil	(850) 473-6404
TA 2	Mary Warren	mary.e.warren@navy.mil	(850) 473-6406
TA 3	Michael Emigh	michael.emigh@navy.mil	(850) 473-6407
TA 4	Mary Warren	mary.e.warren@navy.mil	(850) 473-6406
TA 5	Mary Warren	mary.e.warren@navy.mil	(850) 473-6406
TA 6	Kim Scott	kim.y.scott@navy.mil	(850) 473-6390
TA 7	Michael Emigh	michael.emigh@navy.mil	(850) 473-6407
TA 8	Rosemary Thomas	rosemary.thomas@navy.mil	(850) 473-6408
TA 9	Aaron Brown	aaron.brown1@navy.mil	(850) 473-6403
TA 10	Kim Scott	kim.y.scott@navy.mil	(850) 473-6390
TA 11	Rosemary Thomas	rosemary.thomas@navy.mil	(850) 473-6408
TA 12	Aaron Brown	aaron.brown1@navy.mil	(850) 473-6403
AEV/GEV	Aaron Brown	aaron.brown1@navy.mil	(850) 473-6403
NCPACE	Gil Lasconia	Gilbert.lasconia@navy.mil	(850) 473-6392

Please note that the TA Extension groupings are currently being revamped and your TA Extension number and/or your LPO processing technician may change. The changes will be made to the "live" version of this guide which can be found at https://myeducation.netc.navy.mil/school_portal/. This website should be checked on a regular basis for other changes/updates as well.

General Steps for a Vendor to follow to use Procurement Integrated Enterprise Environment (PIEE) Applications

Step 1: Register with System for Award Management (SAM). (This is a mandatory step.)

- All vendors must be registered in the SAM in order to sell goods and services to the Department of Defense (DoD).
- Register at URL <https://www.sam.gov/> (External Link).
- For help with registration in SAM, contact the Federal Service Desk at 866-606-8220 or 334-206-7828.

Step 2: Establish or verify the Electronic Business Point of Contact (EB POC) in SAM. (This is a mandatory step.)

- To facilitate electronic commerce between vendors and DoD, vendors must establish an EB POC for their company in SAM at <https://www.sam.gov/>.
- The EB POC will be responsible for authorizing vendor employee(s) access to submit, modify and/or view data on behalf of the vendor. In PIEE terminology, the EB POC also functions as the Contractor Administrator (CAM). The CAM is your company's "Gate Keeper" and will be responsible for authorizing access to applications in PIEE for all your company's employee(s).
- The SAM POC is responsible for entering EB POC data in SAM.
- To see if an EB POC is listed for a specific company, go to <https://www.sam.gov/> (External Link) and click on "Search SAM". Where prompted, enter the DUNS Number or CAGE Code or Company Name and click the "Search" button. If you are presented with a list of DUNS numbers, you will need to pick the specific location and click on the Detail link. Scroll to the bottom of the Inquiry Results page. There you can see if anyone is listed as the EB POC. If no one is listed, the company has not identified an EB POC yet.
- If a vendor sees that there is no one listed as their EB POC, they need to contact the SAM POC and ask the SAM to update the company's registration to include the EB POC.
- Each vendor can establish up to two EB POCs one primary and one alternate EB POC for each CAGE/DUNS code.

Step 3: Ensure CAGE Code is added to the Procurement Integrated Enterprise Environment (PIEE) Vendor Group Structure. (This is a mandatory step.)

- To establish a vendor group for a CAGE Code, someone in your company needs to either call the Customer Support Center 1-866-618-5988 or send an email to DISA Ogden at disa.ogden.esd.mbx.cscassign@mail.mil. If your organization has multiple CAGE Codes, the PIEE Customer Support Center will assist in adding all your CAGE Codes to your Vendor Group Structure in PIEE. (see Customer Support link)
- Phoned in requests will be activated immediately. Emailed requests will be processed within 48 business hours after receipt.
- Group Activation Email: Please use the following template to email requests to PIEE Customer Support: [Customer Support email](#) Please fill in missing information with your company information. (External Link).
- Your CAGE Code must be added to the PIEE Vendor Group Structure before any personnel can self-register for applications in PIEE. If you have multiple CAGE Codes they can all be added to your group at the same time.

- Optional CAGE Code extensions can be created to subdivide your CAGE Code into smaller units. Each CAGE Code and extension will have its own organizational e-mail address. The email addresses will be used to notify your sub-groups that a document status has changed.
- **Important - PLEASE NOTIFY YOUR EB POC!** We will need their authorization to activate individual accounts after the CAGE Code(s) are added to the Vendor Group Structure for PIEE.

Step 4: Establish an Organizational Email Address. (This is an WAWF step only.)

- Wide Area Workflow (WAWF) routes information according to CAGE Codes. WAWF documents themselves do not get routed, but status information about the documents is sent in emails. For example, email confirmations are sent when a vendor SUBMITS a document. Email notices are sent when the government ACCEPTS or REJECTS the document.
- In order to receive status information about the WAWF documents, vendors need to establish organizational email accounts and determine who will have access to this organizational email account.
- Ensure that the organizational email address is operational and can receive email prior to registering it with the PIEE Customer Support Center.
- The CAM or EB POC shall provide the organizational email to the PIEE Customer Support Center. (See CAM Appointment Letter in Step 5 below).
- **Note:** If you do not set up an organizational email address, the personal email address of the first person who self-registers from your CAGE/DUNS Code will be used as the organizational email address.

Step 5: Designate a Contractor Administrator (CAM) for your company. (Mandatory Step - there must be a CAM registered)

- A CAM determines who has access to their data in PIEE and provides the authorization to activate.
- In medium to large sized companies, there may be a need to establish more than one CAM.
- The EB POC will also be contacted when there is a question about invoices submitted through WAWF. Please ensure your EB POC is familiar with the WAWF process and they can contact company personnel to answer invoicing questions from government officials.
- Vendors must appoint a CAM to manage their PIEE accounts. It is recommended that the EB POC be the CAM. As mentioned earlier, the CAM is your company's "Gate Keeper" and as such this person authorizes the activations and deactivations for the company's CAGE Code(s). When the EB POC registers as the CAM no additional paperwork is required to establish your PIEE CAM account. Proceed to Registration (see Step 8).
- If you appoint a CAM that is not your EB POC, they are required to submit their CAM appointment letter, signed by their EB POC, via email to the Ogden Customer Support Center. See sample [CAM Appointment letter](#). Proceed to Registration immediately after the letter has been submitted (see step 8).

Step 6: Determine if batch feeds for WAWF data input is necessary. (This is an WAWF step only.)

- Most Vendors use the manual, web entry method to input their documents directly into WAWF. Web entry is a good method if you have a small volume of payment documents to create or if you have a small amount of lines on your contract(s). But for vendors that have a large number of transactions and/or many line items per payment document, you may want to consider submitting documents into WAWF via the File Transfer Protocol (FTP) or Electronic Data Interchange (EDI) method.
- WAWF FTP and EDI Guides are available after your account has been activated. If further assistance is needed, please contact the WAWF Customer Service Center and ask for help with EDI. A trouble ticket will be created and you will be forwarded to the Joint

Interoperability Test Center (JITC) and a technician will be assigned to assist you in testing your file layout(s). (See Customer Support Link).

Step 7: Set up PCs to access Procurement Integrated Enterprise Environment (PIEE).

- Your current computer configuration is usually sufficient to use the applications in PIEE. On rare occasions your computer's browser setting may need to be changed.
- Please try using the applications in PIEE first and then if you experience problems check your set-up by selecting the "Machine Setup" link on the PIEE home page or call the Ogden Help desk for assistance - for Ogden Help desk information select the "Customer Support" link on the PIEE home page.

Step 8: CAM needs to Self-Register in Procurement Integrated Enterprise (PIEE)

Environment. (This is a mandatory step - there must be a CAM to activate vendors.)

- Refer to the "Registration" button at the top right of the "PIEE" home page.
- When registering as a CAM, Vendor User Roles will not be allowed, only add Administrative User Roles.
- If the CAM's account has not been activated within 2 business days of self-registering, notify the PIEE Customer Service. (See Vendor Customer Support Link).

Step 9: Have all users for the CAGE Code(s) self-register on the Procurement Integrated Enterprise Environment (PIEE) web site for one of the available Vendor Roles.

- Once the EB POC (CAM) has been activated, all company users will need to self-register. Now the EB POC (CAM) can activate or deactivate their own company personnel within PIEE.
- Every user must self-register on the PIEE web site by completing the online registration form.
- Refer to the "Registration" button on the PIEE home page and the Help button for details on registering for an application in the PIEE as a Vendor Role.
- Note: User accounts will not be activated until the CAM activates the accounts. The CAM will receive an email for all registrations.
- If a user's account has not been activated within 2 business days of self-registering, notify the EB POC or PIEE Customer Support Center.

Step 10: Complete the Web Based Training for the applications you will use in Procurement Integrated Enterprise Environment (PIEE).

- Once you have completed steps 1-9, you may want to take the offered Web Based Training (WBT) at <https://wawftraining.eb.mil/wbt/> for detailed information on how to effectively use the application you have registered for.
- You may also practice using the applications in the online training site. This site is for practice only. You can practice submitting documents for payment, and viewing and working on documents in the online training site. After getting to the Web Based Training menu, you should click the "Instructions" hyperlink to get your training User IDs and passwords and important sample data.

Getting Started

WAWF

Thoroughly review all information included in the General Instructions for a PIEE account.

All required items must be completed before successfully invoicing.

Guidelines and Tips

(Please read before invoicing)

1. Vendors' WAWF **passwords cannot be reset by contacting TA Accounting**. This is solely an Ogden Help Desk Function. Please contact them at 866-618-5988, and listen to the prompts for option selection or email disa.ogden.esd.mbx.cscassign@mail.mil
2. Check your **WAWF History Folder** or go to **myInvoice** for invoice status on a regular basis.
3. **Do not submit duplicate invoices. This may result in a delay of payment.**
4. If the amount billed exceeds the authorized TA amount, have the student contact the applicable Education Service Office representative or the Navy's Virtual Education Center (VEC) to correct the discrepancy. The student should then provide you with a corrected voucher before you submit the invoice. **Invoices submitted which exceed the authorized TA amount will be rejected.**
5. If the school code listed on the TA authorization is not your school code, have the student contact the applicable Education Service Office representative or VEC. The student should provide you with a corrected voucher before you submit the invoice.
6. Invoices should not be submitted until after the schools **add/drop period** to ensure the correct course is billed for the proper amount. Course discrepancies may result in a delay of payment.
7. The first character of the TA Authorization Number indicates the branch of service to be billed. Bill each branch of service on a separate invoice (e.g., do not bill for both Navy and Coast Guard students on the same invoice).
8. Do not bill for multiple fiscal years on the same invoice. The invoice should include TA authorization form numbers in the same fiscal year. **The fiscal year of the TA authorization number is the 4th thru 7th characters.** Example: NRB**2019**00564
9. **Please batch invoices** to reduce invoice volume. Invoices may be submitted for multiple students and courses on the same invoice provided **they are all the same branch of service and fiscal year.**

Preparing TA Attachment Spreadsheet

Before invoicing in WAWF, you must complete the TA Excel template. The TA Excel template can be found https://myeducation.netc.navy.mil/school_portal/. Once you have created your spreadsheet based on the template, the file has to be saved to an unshared drive, such as your desktop.

Each WAWF invoice submitted must have a TA spreadsheet attached. This attachment provides additional information that is required by NETPDC to certify each invoice. The information needed to complete this spreadsheet is obtained from the Military Member's TA Authorization Form (see page 11 for an example). To minimize rejected invoices, complete each column as follows:

Column A: TA Authorization Number (max character =12)

- Enter the TA Authorization Number found on the upper right hand side of the TA form (see sample TA form on page 11).
- **Multiple services cannot be combined on an invoice**, therefore, please confirm submitted TA Authorization Numbers begin with the same letter. The first character of the TA Authorization Number indicates the branch of service (for example: TA Authorization number 'NAA201912345' indicates it is Navy because it starts with an 'N').
 - N = Navy
 - C = Coast Guard
 - M = Marine
 - G = GEV (Graduate Education)
 - E = AEV (Advanced Education)
 - P = NCPACE Distance Learning (DL)
- Confirm positions 4-7 of the TA Authorization Numbers are all the same Fiscal Year as an invoice cannot contain multiple fiscal years (for example: TA Authorization number 'NAA**2019**12345' indicates that it is Fiscal Year 2019).

Column B: Student Last Name

- Do not combine the first and last name in the same column.

Column C: Student First Name

- Do not combine the first and last name in the same column.

Column D: Last Four Digits of the SSN, if available in your data collection.

Column E: Course Number (max characters = 12)

- The typical format for the Course Number field is the course subject followed by the course number (e.g., MATH101).

Column F: Course Name (max characters = 75)

Column G: Amount Authorized To Be Invoiced (numeric values only)

Column H: NCMIS School Code (max characters = 5)

- Enter the School Code found on the upper left hand side of the TA form, below the ID line. (Reference: sample TA form page 12).

- If the NCMIS School Code and School Name on the TA form are incorrect, please return the form to the student so they can have it corrected.

Column I: School Name

Column J: Invoice Number (max characters = 14)

- Enter a unique Invoice Number. Try to keep the invoice numbers to a minimum number of characters for the ease of tracking.

The Invoice Number should be exactly the same for all line items in the spreadsheet (i.e., all line items in the attachment will be associated with one invoice number and therefore will be paid as one invoice).

Column K: Invoice Date (MM/DD/YYYY). Please use current date.

Column L: Grades (if available; not required)

- Below is a list of grades accepted within our NCMIS. The system ignores (+/-) values. A collectable grade indicates a grade which the service member will have to pay tuition back to the U.S. Government. Grades can be entered or updated by the school. The school loses the ability to change a grade once the collection process starts.
- A - Pass
- B - Pass
- C - Pass (Collectable grade at graduate level, based on service specified TA policy)
- D - Pass (Collectable grade at undergraduate and graduate level, based on service specified TA policy)
- F - Fail (Collectable grade)
- I - Incomplete (Collectable if passing grade not posted within 6 months from term ending date)
- N - Non Pass (Collectable Grade)
- P - Pass
- S - Pass (Satisfactory)
- U - Unsatisfactory (Collectable grade)
- W - Withdraw (collectable if the course is invoiced)
- X - Fail (Collectable no grade)

- Valid failing grades are as 'F', 'I' (Incomplete), 'N' (Not Passing or Repeat), 'W' (Withdrawal), or 'X' (Insufficient)

Once your TA Attachment is complete, save the file:

Step 1: Open the File menu and choose **Save As**.

Step 2: In the box that appears, enter the 'File Name' as follows: Your school's NCMIS School Code_Invoice Number_Fiscal Year. **Note:** The School Code and Invoice Number should match the School Code and Invoice Number values entered in the attachment. For example, if your School's NCMIS Code is "1234A", the Invoice Number is 'FALL0001', and the Fiscal Year you are invoicing for is "2019" you should name the file as "1234A_FALL0001_2019.xlsx"

Note: When saving the TA attachment, the filename **CANNOT** contain spaces. If desired, underscores may be used in place of spaces.

Step 3: Choose a location to save the file to. We recommend saving the file to an unshared drive (e.g., Desktop or folder). Saving to a network drive may cause issues when attaching the invoice.

Step 4: Click the **Save** button.

Sample Spreadsheets

Common TA Spreadsheet Errors

TA Authorization # (max character = 12)	Student Last Name	Student First Name	Last Four Digits of SSH	Course Number (max character = 12)	Course Name (max character = 75)	Amount To Be Paid (Numeric values only)	HCMS School Code (max character = 5)	School Name	Invoice Number	Invoice Date (mm/dd/yy)	Student Grade (Optional) (max character = 2)	Comments
HCR201900207	ACOSTA, JOHN		1111	CJ 6624	COURT ADMINISTRATION	750.00	1031A	AZ COLLEGE	GC17T213090	10/01/2018	A	
HNP201900335	BOSSOUS	DAVID	2222	BUS 4480	BUSINESS SEMINAR	750.00	1031A	AZ COLLEGE	GC17T213090	10/01/2018	B	
HNP201900335	BROWNING	DAVID	3333	MKT 4468	GLOBAL MARKETING	750.00			T213090	10/01/2018	C	
CGD201900003	CAHNON	JAHE	4444	MSM 6650	STRATEGIC MANAGEMENT	750.00			T213090	10/01/2018	C	
MLP201900010	COPELAND	ORAZALI			ADVANCED EXCEL	250.00			T213090	10/01/2018	B	
NLP201900010	CUNNINGHAM	TIMOTHY			HUMAN RESOURCE	750.00			T213090	10/01/2018	I	
NCH201900042	DELCUZE	WILFRID			FOUNDATIONS OF LEADERSHIP	750.00			GC17T213090	10/01/2018	A	
HGT201900080	EDWARDS	CHRISTINE			WORLD HISTORY FROM 1500	750.00	1031A	AZ COLLEGE	GC17T213090	10/01/2018	B	
HDB201900575	FAY	KRISTOPHER	9999	ENG 1101	COMP AND MODERN ENGLISH I	750.00	1031A	AZ COLLEGE	GC17T213090	10/01/2018	C	
HDB201900575	FEARNSIDE	MAY	1234	IS 2241	COMPUTER CONCEPTS	750.00	1031A	AZ COLLEGE	GC17T213090	10/01/2018	C	
HAC201900230	PATRICK	LASHUNDA	2345	ENG 2212	AMERICAN LITERATURE	750.00	1031A	AZ COLLEGE	GC17T213090	10/01/2018	B	
HDB201900516	QUICK	STEPHEN	3456	BUS 6600	BUSINESS CONCEPTS	750.00	1031A	AZ COLLEGE	20191105MA	10/01/2018	D	
HTA201900040	ROBINSON	DAVID	4567	MSM 6610	THEORIES OF BEHAVIOR	750.00	1031A	AZ COLLEGE	20191105MA	10/01/2018	W	
HDB201900064	ROSS	BRANDON	5678	IR 6635	NATIONAL SECURITY POLICY	750.00	1031A	AZ COLLEGE	20191105MA	10/01/2018	B	
HDB201900064	DELCUZE	ADELLE	6789	PA 6622	PUBLIC POLICY	750.00	1031A	AZ COLLEGE	20191105MA	10/01/2018	C	
HH8201900010	EADY	SUSAN	3210	BUS 6600	BUSINESS CONCEPTS	750.00	1031A	AZ COLLEGE	20191105MA	10/01/2018	A	

Do not combine first and last names in one column

Do not use multiple invoice numbers on same spreadsheet

Multiple Services and/or multiple fiscal years cannot be on the same invoice

Correct TA Spreadsheet

TA Authorization # (max character = 12)	Student Last Name	Student First Name	Last Four Digits of SSH	Course Number (max character = 12)	Course Name (max character = 75)	Amount To Be Paid (Numeric values only)	HCMS School Code (max character = 5)	School Name	Invoice Number	Invoice Date (mm/dd/yy)	Student Grade (Optional) (max character = 2)	Comments
HCR201900207	ACOSTA	STEPHEN	1111	CJ 6624	COURT ADMINISTRATION	750.00	1031A	AZ COLLEGE	GC17T213090	10/01/2018	A	
HNP201900335	BOSSOUS	DAVID	2222	BUS 4480	BUSINESS SEMINAR	750.00	1031A	AZ COLLEGE	GC17T213090	10/01/2018	B	
HNP201900335	BROWNING	DAVID	3333	MKT 4468	GLOBAL MARKETING	750.00	1031A	AZ COLLEGE	GC17T213090	10/01/2018	C	
HD201900003	CAHNON	JAHE	4444	MSM 6650	STRATEGIC MANAGEMENT	750.00	1031A	AZ COLLEGE	GC17T213090	10/01/2018	C	
NLP201900010	COPELAND	ORAZALI	5555	BUS 3310	ADVANCED EXCEL	250.00	1031A	AZ COLLEGE	GC17T213090	10/01/2018	B	
NLP201900010	CUNNINGHAM	TIMOTHY	6666	HRM 4482	HUMAN RESOURCE	750.00	1031A	AZ COLLEGE	GC17T213090	10/01/2018	I	
NCH201900042	DELCUZE	WILFRID	7777	MSM 6640	FOUNDATIONS OF LEADERSHIP	750.00	1031A	AZ COLLEGE	GC17T213090	10/01/2018	A	
HGT201900080	EDWARDS	CHRISTINE	8888	HIS 1123	WORLD HISTORY FROM 1500	750.00	1031A	AZ COLLEGE	GC17T213090	10/01/2018	B	
HDB201900575	FAY	KRISTOPHER	9999	ENG 1101	COMP AND MODERN ENGLISH I	750.00	1031A	AZ COLLEGE	GC17T213090	10/01/2018	C	
HDB201900575	FEARNSIDE	MAY	1234	IS 2241	COMPUTER CONCEPTS	750.00	1031A	AZ COLLEGE	GC17T213090	10/01/2018	C	
HAC201900230	PATRICK	LASHUNDA	2345	ENG 2212	AMERICAN LITERATURE	750.00	1031A	AZ COLLEGE	GC17T213090	10/01/2018	B	
HDB201900516	QUICK	STEPHEN	3456	BUS 6600	BUSINESS CONCEPTS	750.00	1031A	AZ COLLEGE	GC17T213090	10/01/2018	D	
HTA201900040	ROBINSON	DAVID	4567	MSM 6610	THEORIES OF BEHAVIOR	750.00	1031A	AZ COLLEGE	GC17T213090	10/01/2018	W	
HDB201900064	ROSS	BRANDON	5678	IR 6635	NATIONAL SECURITY POLICY	750.00	1031A	AZ COLLEGE	GC17T213090	10/01/2018	B	
HDB201900064	DELCUZE	ADELLE	6789	PA 6622	PUBLIC POLICY	750.00	1031A	AZ COLLEGE	GC17T213090	10/01/2018	C	
HH8201900010	EADY	SUSAN	3210	BUS 6600	BUSINESS CONCEPTS	750.00	1031A	AZ COLLEGE	GC17T213090	10/01/2018	A	

TA Authorization Form

NAVEDTRA 1560/5 TUTION ASSISTANCE AUTHORIZATION/VOUCHER

NAD201800001
15-Dec-2017

TA Authorization Number

ID: _____
SCHOOL: 1122A

NAME: Popeye, Sailor M
Coastline Community College

RATE: LS2
EAOS: 01-Feb-2099

NCMIS School Code

ENROLLMENT INFORMATION

TERM DATES START: 01-Oct-2017 END: 31-Dec-2017

COURSE	TITLE	HOURS	GOV SHARE	STU SHARE
BUS100	TEST	3.0	\$600.00	\$0.00

Course Information

TOTAL: 3.0 \$600.00 \$0.00

I have read, understand and will comply with the provisions of NETCINST 1560.3, the Tuition Assistance (TA) student agreement and the TA application form. I understand this voucher is valid only for the courses and term dates listed. I am responsible for contacting my service branch voluntary education office for any changes or cancellations to this voucher. Failure to notify my service branch voluntary education office of course cancellations or amendments may result in a collection against me, via my Commanding Officer. I hereby authorize the release of my grades and notification of degree completion to my respective branch of service. Non receipt of grades will prohibit additional TA being authorized.

TA Authorization Number

Applicant's Signature

(777) 555-1212 x11
Phone

NAD201800001
AUTHORIZATION NUMBER

15-Dec-2017
DATE AUTHORIZED

Guillemette, Kimberlie
163612395b71e1821e742ee307b1e31a021e9df
SIGNATURE OF AUTHORIZED
GOVERNMENT PERSONNEL

Student info can be found at: https://www.navycollege.navy.mil/ta_info.html

Schools should send invoices electronically via iRAPT (formerly WAWF). Grade submissions are made through the Academic Institution Module. Schools can find reference material for invoicing and grade posting at <https://www.navycollege.navy.mil/information-for-academic-institutions/tuition-assistance-billing-invoicing.htm>

Correspondence may be sent to:

COMMANDING OFFICER
NETPOTC N85
6490 SAUFLEY FIELD ROAD
PENSACOLA, FL 32509-5241

Check this section for current/updated Invoicing Information/Directions

FOR OFFICIAL USE ONLY: This document may contain Personal Data covered by the Privacy Act of 1974. Please ensure this information is protected from unauthorized access and/or disclosure.

WAWF Invoice Process

***Please note: invoices should be submitted using organization specific information provided by NETPDC instead of information used in the below examples.**

1. Thoroughly review all information included in the WAWF Getting Started Guide available on PIEE Screen after log-in. Click on Help.
2. Go to: <https://wawf.eb.mil/>
NOTE: Use Internet Explorer. Using Chrome or Firefox will not allow attachments.

o Click **Accept**

Consent Required

Privacy Statement

You are accessing a U.S. Government (USG) information system (IS) that is provided for USG authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions: The USG routinely intercepts and monitors communications occurring on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations. At any time, the USG may inspect and seize data stored on this IS. Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose. This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy. Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

WARNING!

Please DO NOT use the browser BACK BUTTON within the Procurement Integrated Enterprise Environment applications, the use of the browser's BACK BUTTON is not supported within the Procurement Integrated Enterprise Environment applications. Use of this button will cause the loss of data not yet saved to the server and will result in the applications not performing as intended. DO NOT use the backspace key in any uneditable field, as this will function as the back button, where they exist, use the PREVIOUS or CANCEL buttons to return to a previous page within the Procurement Integrated Enterprise Environment applications. The security accreditation level of the applications are Unclassified FOUO and below, do not process, store, or transmit information classified above the accreditation level of this system.

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Forgot your User ID? | Forgot your Password? | Who's my Organization's GAM/CAM?

o On the left hand side enter your **Login User ID** and **Password**, click **Login**

Procurement Integrated Enterprise Environment | PIEE 5.12.1

New Federal Customer Register Help/Training

Certificate Login

Certificate Login

CAC Help?

User ID Login

User ID

Password

Login

Forgot your User ID? | Forgot your Password? | Who's my Organization's GAM/CAM?

System Messages

(2018-JUL-12 00:00 MDT) System: All Subject: ATTN: WAWF e-Business Suite Users Message For: All Users

Effective **AUGUST 20 2018**, the first of many noticeable changes will be taking place in the suite of modules currently known as Wide Area Workflow (WAWF) e-Business Suite. **This first change will be a name change of the suite from WAWF e-Business Suite to Procurement Integrated Enterprise Environment (PIEE) and the second name change will be the renaming of Invoicing, Receipt, Acceptance, and Property Transfer (IRAPT) to Wide Area Workflow (WAWF).**

Additionally, the data element within IRAPT currently called "Contract Issue Date" will be renamed to "Contract Effective Date" which is the effective date of the original award.

Please continue to read notices here as many changes are planned in the coming months.

(2018-JUL-02 00:00 MDT) System: All Subject: MOCAS Credit Card Payments Message For: All Users

Monday, July 2, 2018, MOCAS customers will no longer be allowed to submit credit card payments to repay "debt" owed to the government via Pay.gov.

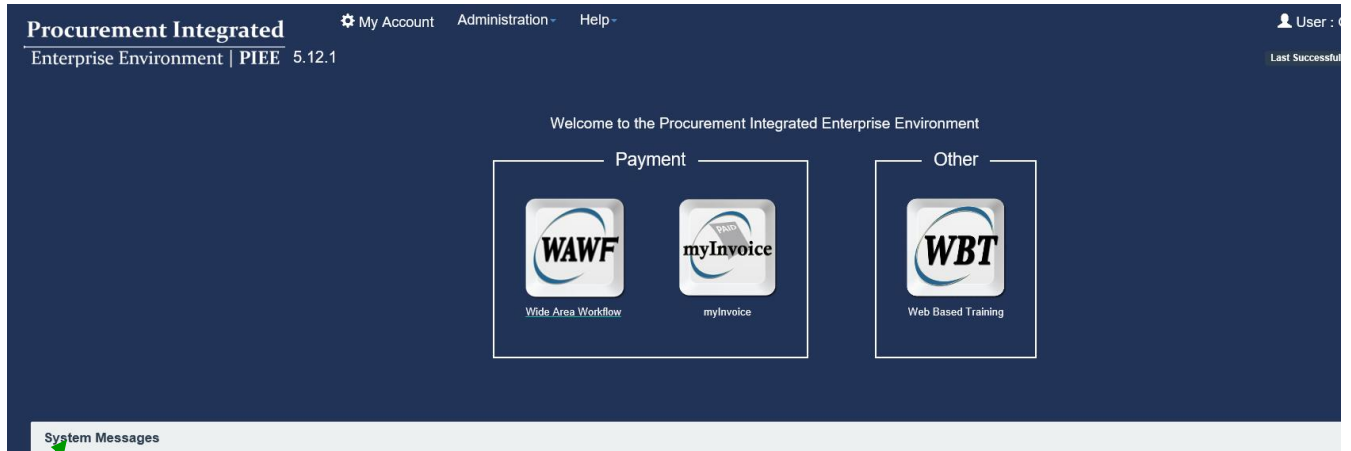
FAQ web link: <https://www.dfas.mil/contractorsvenders/governmentremittance/paygov/Pay.gov-Credit-Card-Change-FAQ-s.html>

(2018-AUG-22 06:55 MDT) System: All Subject: WAWF Maintenance Action Required! Critical! Message For: All Users

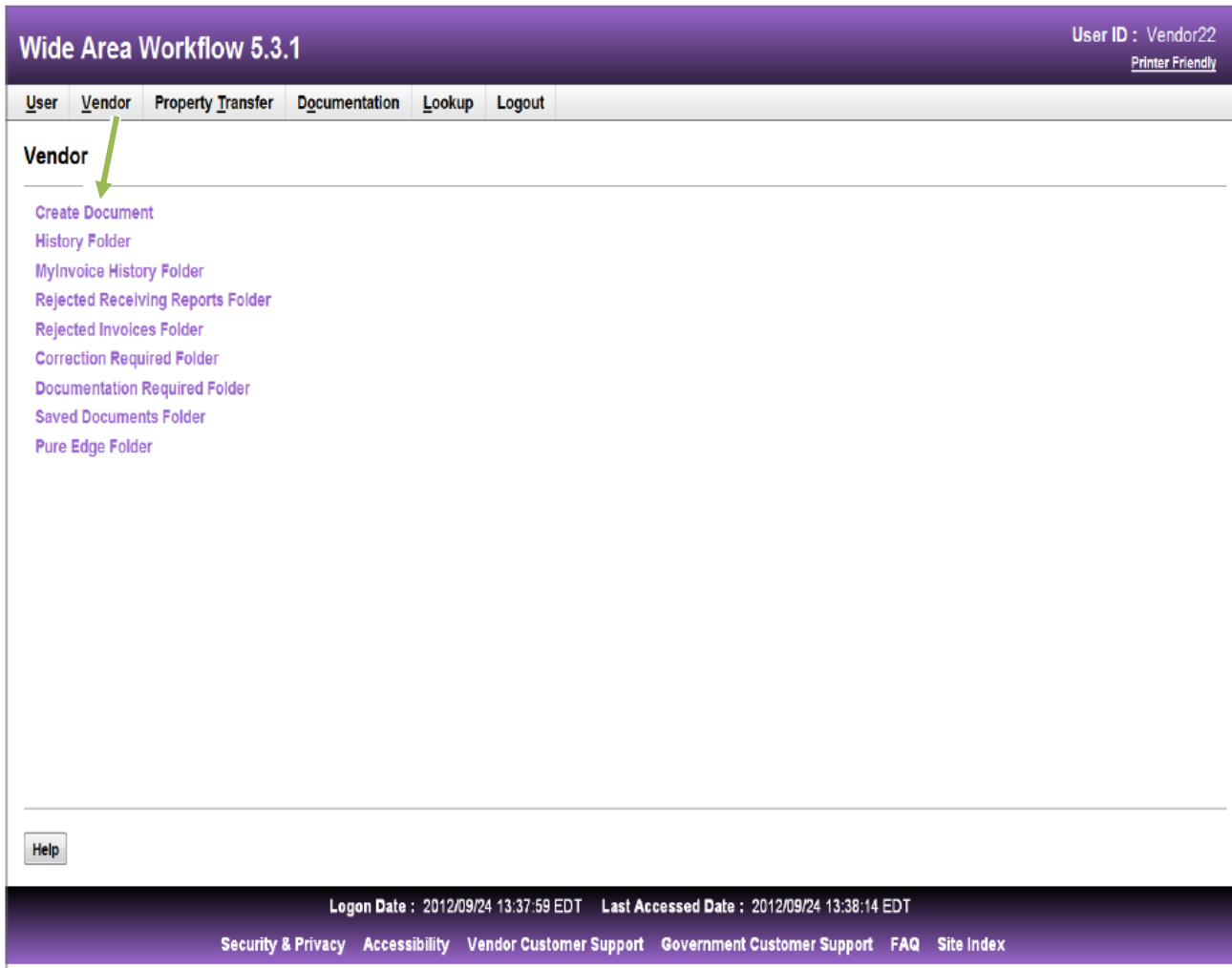
Six hours of downtime, 1700-2300 MDT, Friday, 24 August 2018 has been scheduled to patch the servers at Ogden. During the downtime window, all systems under PIEE (WAWF, EDA, CDR, myInvoice, eMIPR, CORT Tool, UIID Registry, NCCS, Data Lake, the MRS tool, etc.) will not be available.

Note: Please read System Messages every time you log on

- Click on **WAWF**



- From the Vendor dropdown, select **Create Document**



- The CAGE Code will auto-populate (if the school has multiple locations and cage codes, use the drop-down to select the correct one)
- Using Contractual?* dropdown, select **N**

WAWF User [Printer Friendly](#)

User Vendor Documentation Lookup Exit

Vendor - Create Document

Contract Info

CAGE Code / DUNS / DUNS+4 / Ext.*	Contractual? *	Contract Number Type	Contract Number *	Delivery Order	From Template? *
41W63/627575152 / v	N				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

[*] Advanced Search Criteria

NOTE: You must either enter a Contract Number or select one from the search results.

Next Reset Help

- Upon selecting **N**, the Pre-Populate Contract Number/Delivery Order will no longer be displayed.

WAWF User [Printer Friendly](#)

User Vendor Documentation Lookup Exit

Vendor - Create Document

Contract Info

CAGE Code / DUNS / DUNS+4 / Ext.*	Contractual? *	Contract Number Type	Contract Number	Delivery Order	From Template? *
41W63/627575152 / v	N				N

* = Required Fields

Next Previous Reset Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

- Enter the Pay Official DoDAAC as **N68732**. Click **Next**

WAWF User: [Printer Friendly](#)

User Vendor Documentation Lookup Exit

Vendor - Create Document

Contract >> Pay DoDAAC

Contractual	Contract Number Type	Contract Number	Delivery Order	CAGE	DUNS	DUNS + 4	Extension	Pay Official *
N				4NW63	627575152			<input type="text" value="N68732"/>

* = Required Fields

Enter N68732

Select Next to continue creating a document

Next Previous Reset Help

[Security & Privacy](#) [Accessibility](#) [Vendor Customer Support](#) [Government Customer Support](#) [FAQ](#)

- The document Selection page is displayed.
- Select, **Misc. Pay** and click on **Next**

WAWF User: [Printer Friendly](#)

User Vendor Documentation Lookup Exit

Create New Document

Contract >> Pay DoDAAC >> Document

Contract Number	Delivery Order	CAGE Code	DUNS	DUNS + 4	Extension	Pay Official	Currency Code
		4NW63	627575152			N68732	USD

* = Required Fields

Select Document to Create: *

Misc. Pay

Select Misc. Pay

Select Next

Next Previous Reset Help

[Security & Privacy](#) [Accessibility](#) [Vendor Customer Support](#) [Government Customer Support](#) [FAQ](#)

- Enter the routing code information:
 - Service Acceptor = **N68322**
 - Extension provided by your WAWF POC (i.e. TA1, TA2, etc)
 - AAI = **056521**
 - LPO DODAAC = **N68322**
 - Extension provided by your WAWF POC (i.e. TA1, TA2, etc)
 - From dropdown, select **MISV – Miscellaneous Payment – Vendor** (as shown on next page)
 - Admin DODAAC = **N68322**
 - Invoice Number – **Ensure that the Invoice Number entered on this screen is the same invoice number you entered in column J on the Excel attachment.**

WAWF User: [Printer Friendly](#)

User Vendor Documentation Lookup Exit

Vendor - Misc. Payment Voucher
 Contract >> Pay DoDAAC >> Document >> Routing

CAGE Code	DUNS	DUNS + 4	Extension	Invoice Date	Pay DoDAAC
4NW63	627575152			2018/08/22	N68732

* = Required Fields

Service Acceptor * / Extension	AAI *	LPO DoDAAC * / Extension
N68322 / ITAS	056521	N68322 / ITAS

Misc. Type *

MISV - Miscellaneous Payment - Vendor

Admin DoDAAC	Invoice Number
N68322	1234

Click on the dropdown and select MISV – Miscellaneous Payment-Vendor (see below)

Next Previous Reset Help

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Misc. Type *

AGNV - Agents (Used when disbursing vouchers are processed)

AMBV - Awards Made to Bid Protestors

ARCV - Apprehension Reimbursements and Confinement Costs

ARWV - Apprehension Rewards

ATTV - Attorney Fees (Including Judgments and Settlements Paid to the Attorney)

CHCV - Child Care (Non-Contractual)

CLTV - Civilian Clothing Allowance

CONV - Contingency Funds for Entertaining Dignitaries

DEMV - Demurrage

DSSV - Contingency Funds for Investigative Expenses and Confidential Military Purposes

EWIV - Expert Witness Fees

FIMV - Funeral, Interment, and Mortuary Expenses

FLPV - Fees, Licenses, Permits (Does not include MIPRs)

GFTV - Gifts and Speaker Fees

GRNV - Grants

HONV - Honorariums

HSPV - Hospital Accreditation

IPAI - Intergovernment Personnel Act (IPA)

LGLV - Legal Claims (Non-Federal Entity)

MEDV - Medical Services Provided by Civilian Non-Federal Sources

MISV - Miscellaneous Payment - Vendor

MTSV - Military Training Service Support

MWRV - Morale, Welfare, Recreation, and General Entertainment Expenses

NAFI - NAF (Payment made under the Uniform Funding & Mgmt Practice. Quarterly payment made to the Community Family Support Center)

NTSV - Non-Temporary Storage (NTS) of Household Goods (HHG)

ORGV - Official Representation Funds (ORF) Gift and Mementoes

PATV - Patents, Copyright, and Designs

POLV - Ancillary Charges Associated with Fuel Cards

POSV - Purchase of Metered Mail - Paid to Private Entity (Does not include small parcels)

Select MISV – Miscellaneous Payment - Vendor

- Input the following information:
 - **QTY Invoiced = 1**
 - **Unit = EA-EACH**
 - **Unit Price = Total of spreadsheet that will be attached**
 - **Description = Make comments that would help when doing research on this invoice. (e.g. Student ID, Name, Spring Term, and branch of service)**

- Click on **Attachments** tab

WAWF User: [Printer Friendly](#)

User Vendor Documentation Lookup Exit

Vendor - Misc. Payment Voucher

Contract >> Pay DoDAAC >> Document >> Routing >> Voucher

Voucher Addresses Comments **Attachments** Preview Document

* = Required Fields

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee EIN	DUNS/DUNS+4 Number	Document Total (\$)
CLMISV18D4HW63Z42	MISV	1234	2018/08/22	596000597	627575152	750.00

Line Id.**	AAI	Qty. Invoiced *	Unit of Measure *	Unit Price (\$) *	Amount (\$)	Actions
0001	056521	<input type="text" value="1"/>	<input type="text" value="EA-EACH"/>	<input type="text" value="750.00"/>	750.00	Delete Line ID

SDN ACRN Chargeable FY

Description *

[Add Line ID](#)

Submit Save Draft Document Previous Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

Attaching Your TA Spreadsheet

- Click the “**Browse**” button to select the attachment from your desktop file. Once you’ve found the attachment, double click on it.
- Click “**Upload**”. The file name should then appear below Attachments Name.
- If an error message appears saying, “*invalid attachment file name*”, rename file by removing all spaces or special characters.
- **Note: If the spreadsheet is saved on a network or shared drive, it may not attach properly, so file should be saved to your local drive (e.g., desktop or folder).**
- Once the attachment is uploaded, you should view it to ensure it was successfully attached (see page 19).

The screenshot shows the WAWF system interface. At the top, there is a navigation bar with 'WAWF' on the left and 'User: [redacted] Printer Friendly' on the right. Below this is a menu bar with 'User', 'Vendor', 'Documentation', 'Lookup', and 'Exit'. The main content area is titled 'Vendor - Misc. Payment Voucher' and includes a breadcrumb trail: 'Contract >> Pay DoDAAC >> Document >> Routing >> Voucher'. There are several tabs: 'Voucher', 'Addresses', 'Comments', 'Attachments' (which is active), and 'Preview Document'. A green callout box points to a red warning message: 'WARNING: WAWF is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.' Below the warning, it states: 'There is an attachment size limit of 5MB, attachments over this size will be rejected.' The 'Attachment' section has a 'Browse...' button and an 'Upload' button. Below that is a table with columns 'Attachments Name' and 'Actions'. At the bottom of the page, there are buttons for 'Submit', 'Save Draft Document', and 'Help', and a footer with links for 'Security & Privacy', 'Accessibility', 'Vendor Customer Support', 'Government Customer Support', and 'FAQ'.

- When the file name appears, you should click on **View Attachment** to confirm the spreadsheet was successfully attached.
- Scroll to the bottom of the screen and click on **Submit**.

- The screen will verify that the voucher was **successfully submitted**

Searching and Viewing Documents

You can use the **History Folder** link to view the status of documents that you have submitted through WAWF.

- Log on to **WAWF** and click the **Vendor** then click **History Folder**

Wide Area Workflow 5.3.1 User ID : Vendor22
[Printer Friendly](#)

[User](#) [Vendor](#) [Property Transfer](#) [Documentation](#) [Lookup](#) [Logout](#)

Vendor

- Create Document
- History Folder Select History Folder
- MyInvoice History Folder
- Rejected Receiving Reports Folder
- Rejected Invoices Folder
- Correction Required Folder
- Documentation Required Folder
- Saved Documents Folder
- Pure Edge Folder

[Help](#)

Logon Date : 2012/09/24 13:37:59 EDT Last Accessed Date : 2012/09/24 13:38:14 EDT

[Security & Privacy](#) [Accessibility](#) [Vendor Customer Support](#) [Government Customer Support](#) [FAQ](#) [Site Index](#)

- In the Search Criteria screen, enter your **CAGE Code**. Specify a date range in the Create/Update Date and Create/Update Date End fields if you are searching for an invoice older than 30 days.
- Click **Submit**.
- WAWF will bring up a list of your search results. The top of the screen tells you the number of items retrieved and the sort order. Change the sort order by clicking on any blue column heading.

- Click on the invoice number to view the invoice.
- View the Status column to check the status of the invoice. Status definitions:
 - **Extracted:** Document has been certified by the technician and has gone to DFAS for payment.
 - **Hold:** Tuition Assistance Technician is waiting date approval from management
 - **Processed/Paid:** Has been processed by the pay office and is within the entitlement system. A "Processed" document will be archived after 120 days
 - **Recall Available:** Document has been made recallable to the LPO. LPO must look in Access Recall-Action Required folder
 - **Rejected:** Has been sent back to the initiator by the government (see pages 23 - 27 for instructions on resubmitting)
 - **Resubmitted:** Has been corrected by the initiator and resubmitted for action (only seen following a rejection)
 - **Submitted:** Has been created by vendor and is awaiting initial government action
 - **Suspended:** Invoice is being reviewed by DFAS
 - **Void:** No user can take action on this document. Will be archived after 120 days

Rejected Invoices

Correcting for resubmittal: Service Acceptor and LPO DODAAC extensions, and attaching corrected spreadsheet.

- If you receive email notification indicating your invoice has been rejected due to missing extensions, incorrect extensions, a missing spreadsheet, or because a revised spreadsheet is required, you can access your rejected invoice for correction by following the steps below:
- Log on to **WAWF** and from the **VENDOR** dropdown select the **REJECTED INVOICES FOLDER**.
- In the Search Criteria screen you will see your **CAGE Code** on the upper left.
- At the lower left you will see a field titled CREATE/UPDATE DATE. If you are searching for an invoice older than 30 days, specify a date range in the CREATE/UPDATE DATE (YYYY/MM/DD) field, click **Submit**.

WAWF User: [Printed Friendly](#)

User Vendor Documentation Lookup Exit

Search Criteria - Vendor Rejected Invoices Folder

CAGE Code or Contractor DoDAAC / DUNS / DUNS+4 / Ext *	
41NW63 / 627575152 / <input type="button" value="v"/>	
Contract Number	Delivery Order
<input type="text"/>	<input type="text"/>
Reference Procurement Id	
<input type="text"/>	
Vendor (Payee) / Vendor (Payee) Extension	Ship From / Ship From Extension
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
Shipment No.	Invoice Number
<input type="text"/>	<input type="text"/>
Tax Id (EIN)	Systems
<input type="text"/>	WAWF <input type="button" value="v"/>
Type Document	Status
All Documents <input type="button" value="v"/>	All Documents <input type="button" value="v"/>
Create / Update Date (YYYY/MM/DD)	Create / Update Date End (YYYY/MM/DD)
2018/07/23 <input type="button" value="c"/>	2018/08/22 <input type="button" value="c"/>
Acceptance Date (YYYY/MM/DD)	Acceptance Date End (YYYY/MM/DD)
<input type="text"/> <input type="button" value="c"/>	<input type="text"/> <input type="button" value="c"/>
Invoice Received Date (YYYY/MM/DD)	Invoice Received Date End (YYYY/MM/DD)
<input type="text"/> <input type="button" value="c"/>	<input type="text"/> <input type="button" value="c"/>
Estimated Delivery Date (YYYY/MM/DD)	Estimated Delivery Date End (YYYY/MM/DD)
<input type="text"/> <input type="button" value="c"/>	<input type="text"/> <input type="button" value="c"/>
Result Size	Result Font
20 Items <input type="button" value="v"/>	13px <input type="button" value="v"/>

[Security & Privacy](#) [Accessibility](#) [Vendor Customer Support](#) [Government Customer Support](#) [FAQ](#)

- You will see the rejected invoice.
- Click **YES** under the Change DoDAAC column.

WAWF User: [Printer Friendly](#)

User Vendor Documentation Lookup Exit

Vendor Rejected Invoices Folder for '4NW63' (1 items, sorted by Contract Number Ascending)

Item	System	Type	Vendor (Payee)	DUNS	DUNS+4	Ext	Ref. Procurement Id	Contract Number	Delivery Order	Resubmit?	Submitted	Received	Purge	Change DoDAAC	Void	Amount	Reject Reason
1	WAWF	Misc. Pay	4NW63	627575152				CLMISV18D4NW63742		1234	2018-08-22	2018-08-22		Yes	V	\$ 750.00	Rejected per your request.

Click yes

Return Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

- On the Data Capture page that opens you may correct the Service Acceptor and LPO DODAAC extensions. Click **NEXT**.

WAWF User: [Printer Friendly](#)

User Vendor Documentation Lookup Exit

Vendor - Misc. Payment Voucher

Routing

CAGE Code	DUNS	DUNS + 4	Extension	Invoice Date	Pay DoDAAC
4NW63	627575152			2018/08/22	N68732

* = Required Fields

Service Acceptor * / Extension	AAI	LPO DoDAAC * / Extension
N68322 / TAS	056621	N68322 / TAS

Misc. Type
MISV - Miscellaneous Payment - Vendor

Admin DoDAAC	Invoice Number
N68322	1234

↓

Next Previous Reset Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

- On this page click on the **ATTACHMENTS** tab.
- You can **attach** the spreadsheet and **submit**. **Please do not delete the first spreadsheet if you are attaching a corrected one as this is an audit trail.**

The screenshot shows the WAWF Vendor - Misc. Payment Voucher Attachments page. At the top, there is a navigation bar with 'User', 'Vendor', 'Documentation', 'Lookup', and 'Exit'. Below this, the page title is 'Vendor - Misc. Payment Voucher' and there are tabs for 'Voucher', 'Addresses', 'Comments', 'Attachments', and 'Preview Document'. A warning message states: 'WARNING: WAWF is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.' Below the warning, there is a note: 'There is an attachment size limit of 5MB, attachments over this size will be rejected.' The main content area has an 'Attachment' section with a 'Browse...' button and an 'Upload' button. Below this is a table of attachments:

Attachments Name	Actions
2018_08_21_15_26_31.pdf	View Attachment Delete Attachment

Below the attachment table is an 'Initiator' section with a table:

Attachments:	Delete on Submission	Actions
Drawing.pdf	<input type="checkbox"/>	View Attachment

At the bottom of the page, there are buttons for 'Submit', 'Save Draft Document', and 'Help'. A footer contains links for 'Security & Privacy', 'Accessibility', 'Vendor Customer Support', 'Government Customer Support', and 'FAQ'. Two callouts are present: a green one pointing to the 'Attachments' tab and the attachment table, and a red one pointing to the 'View Attachment' link in the Initiator table.

Correcting for resubmittal: Line Item information with or without a corrected spreadsheet

- Log on to **WAWF**. From the **VENDOR** dropdown select **REJECTED INVOICES FOLDER**.
- In the Search Criteria screen you will see your CAGE Code on the upper left.
- At the lower left you will see a field titled CREATE/UPDATE DATE. If you are searching for an invoice older than 30 days, specify a date range in the CREATE/UPDATE DATE (YYYY/MM/DD) field, click **Submit**.

WAWF User: Printer Friendly

User Vendor Documentation Lookup Exit

Search Criteria - Vendor Rejected Invoices Folder

CAGE Code or Contractor DoDAAC / DUNS / DUNS+4 / Ext *	
<input type="text" value="4NWX63 / 627575152 / / v"/>	
Contract Number	Delivery Order
<input type="text"/>	<input type="text"/>
Reference Procurement Id	
<input type="text"/>	
Vendor (Payee) / Vendor (Payee) Extension	Ship From / Ship From Extension
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
Shipment No.	Invoice Number
<input type="text"/>	<input type="text"/>
Tax Id (EIN)	Systems
<input type="text"/>	WAWF v
Type Document	Status
All Documents v	All Documents v
Create / Update Date (YYYY/MM/DD)	Create / Update Date End (YYYY/MM/DD)
2018/07/23 <input type="text"/>	2018/08/22 <input type="text"/>
Acceptance Date (YYYY/MM/DD)	Acceptance Date End (YYYY/MM/DD)
<input type="text"/>	<input type="text"/>
Invoice Received Date (YYYY/MM/DD)	Invoice Received Date End (YYYY/MM/DD)
<input type="text"/>	<input type="text"/>
Estimated Delivery Date (YYYY/MM/DD)	Estimated Delivery Date End (YYYY/MM/DD)
<input type="text"/>	<input type="text"/>
Result Size	Result Font
20 Items v	13px v

[Security & Privacy](#) [Accessibility](#) [Vendor Customer Support](#) [Government Customer Support](#) [FAQ](#)


- You will see your rejected invoice(s).
- Click on the **Invoice Number** under the **RESUBMIT** column. The invoice will open on the main screen.

WAWF User: [Printer Friendly](#)

User Vendor Documentation Lookup Exit

Vendor Rejected Invoices Folder for '4NW63' (1 items, sorted by Contract Number Ascending)

Item	System	Type	Vendor (Payee)	DUNS	DUNS-4	Ext	Ref. Procurement Id	Contract Number A	Delivery Order	Resubmit?	Submitted	Received	Purge	Change DoDAAC	Void	Amount	Reject Reason
1	WAWF	Misc. Pay	4NW63	627575152				CLMISV18D4NW63242		1234	2018-08-22	2018-08-22		Yes	Y	\$ 750.00	Rejected per your request.



[Return](#) [Help](#)

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

- Click the **LINE ITEM** tab on the main screen.
- On the Line Item Details page (indicated below), click the **Edit** icon (not pictured) located in the upper right. Make requested corrections to the Qty. Invoiced, Unit of Measure or Unit Price, click **Save CLIN/SLIN** in bottom left corner.

WAWF User: [Printer Friendly](#)

User Vendor Documentation Lookup Exit

Vendor - Misc. Payment Voucher

Voucher [Addresses](#) [Comments](#) [Attachments](#) [Preview Document](#)

* = Required Fields


Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee EIN	DUNS/DUNS-4 Number	Document Total (\$)
CLMISV18D4NW63242	MISV	1234	2018/08/22	596000597	627575152	750.00

Line Id.**	AAI	Qty. Invoiced *	Unit of Measure *	Unit Price (\$) *	Amount (\$)
0001	066521	<input type="text"/>	EA-EACH	750.00	750.00

SDN	ACRN	Chargeable FY
<input type="text"/>	<input type="text"/>	<input type="text"/>

Description *

Invoicing for Spring Term - please see attached.



[Save CLIN/SLIN](#) [Save Draft Document](#) [Previous](#) [Help](#)

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

- On this page click on the **ATTACHMENTS** tab.
- You can **attach** the spreadsheet and **submit**. **Please do not delete the first spreadsheet if you are attaching a corrected one as this is an audit trail.**

The screenshot shows the WAWF Vendor - Misc. Payment Voucher Attachments page. At the top, there is a navigation bar with 'User', 'Vendor', 'Documentation', 'Lookup', and 'Exit'. Below this, the page title is 'Vendor - Misc. Payment Voucher' and there are tabs for 'Voucher', 'Addresses', 'Comments', 'Attachments', and 'Preview Document'. A warning message states: 'WARNING: WAWF is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.' Below the warning, there is a note: 'There is an attachment size limit of 5MB, attachments over this size will be rejected.' The main content area has an 'Attachment' section with a 'Browse...' button and an 'Upload' button. Below this is a table of attachments:

Attachments Name	Actions
2018_08_21_15_26_31.pdf	View Attachment Delete Attachment

Below the attachment table is an 'Initiator' section with a table:

Attachments:	Delete on Submission	Actions
Drawing.pdf	<input type="checkbox"/>	View Attachment

At the bottom of the page, there are buttons for 'Submit', 'Save Draft Document', and 'Help'. A footer contains links for 'Security & Privacy', 'Accessibility', 'Vendor Customer Support', 'Government Customer Support', and 'FAQ'. Two callouts are present: a green one pointing to the 'Attachments' tab and the attachment table, and a red one pointing to the 'View Attachment' link in the Initiator table.

Voiding an Invoice

- If the reject reason is any one of the following, they are considered fatal errors; therefore, corrections cannot be made to the invoice. You must void the rejected invoice, and create a new invoice.
 - **Incorrect document type** (TA cannot process the Invoice type)
 - **Invoice Date is set to a future date**
 - **Incorrect Invoice Number** (Duplicate invoices should also be voided)
- Log on to WAWF and from the **VENDOR** dropdown select the **REJECTED INVOICES FOLDER**.
- In the Search Criteria screen you will see your CAGE Code on the upper left.
 - At the lower left you will see a field titled CREATE/UPDATE DATE. If you are searching for an invoice older than 30 days, specify a date range in the CREATE/UPDATE DATE (YYYY/MM/DD) field, click **Submit**.

WAWF User: Printer Friendly

User Vendor Documentation Lookup Exit

Search Criteria - Vendor Rejected Invoices Folder

CAGE Code or Contractor DoDAAC / DUNS / DUNS-4 / Ext *	
4HW63 / 627575152 / /	
Contract Number	Delivery Order
Reference Procurement Id	
Vendor (Payee) / Vendor (Payee) Extension	Ship From / Ship From Extension
Shipment No.	Invoice Number
Tax Id (EIN)	Systems
	WAWF
Type Document	Status
All Documents	All Documents
Create / Update Date (YYYY/MM/DD)	Create / Update Date End (YYYY/MM/DD)
2018/07/23	2018/08/22
Acceptance Date (YYYY/MM/DD)	Acceptance Date End (YYYY/MM/DD)
Invoice Received Date (YYYY/MM/DD)	Invoice Received Date End (YYYY/MM/DD)
Estimated Delivery Date (YYYY/MM/DD)	Estimated Delivery Date End (YYYY/MM/DD)
Result Size	Result Font
20 items	13px

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

- You will see the rejected invoice.
- At the top right of the screen is the option to **VOID**. Click on the hyperlinked **V** corresponding to the invoice to be voided.

WAWF User: [Printer Friendly](#)

User Vendor Documentation Lookup Exit

Vendor Rejected Invoices Folder for '4NW63' (1 Items, sorted by Contract Number Ascending)

Item	System	Type	Vendor (Payee)	DUNS	DUNS+4	Ext	Ref. Procurement Id	Contract Number▲	Delivery Order	Resubmit?	Submitted	Received	Purge	Change DoDAAC	Void	Amount	Reject Reason
1	WAWF	Misc. Pay	4NW63	627575152				CLMISV18D4NW63242		1234	2018-08-22	2018-08-22		Yes	V	\$ 750.00	Rejected per your request.

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- The invoice will open and on the lower left, you have the option to void the invoice. To do this, click **VOID**.

WAWF User: [Printer Friendly](#)

User Vendor Documentation Lookup Exit

Vendor - Misc. Payment Voucher

WARNING: You are about to void this Misc. Payment Voucher. Please click Void to permanently VOID this document.

[+] Voucher Information

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee EIN	DUNS/DUNS+4 Number	Document Total (\$)
CLMISV18D4NW63242	MISV	1234	2018/08/22		627575152	750.00

[+] Line Item Information

Item No.	AAI	Qty. Shipped	Unit of Measure	UoM Code	Unit Price (\$)	Amount (\$)
0001	056521	1	EACH	EA	750.00	750.00

SDN ACRN Chargeable FY

Description
Invoicing for Spring Term - please see attached.

Line Item Total (\$): 750.00

[+] Address Information

Prime Contractor				Administered By			
CAGE Code	DUNS	DUNS + 4	Extension	DoDAAC			
4NW63	627575152			N68322			
Activity Name 1	ESCAMBIA COUNTY SCHOOL DISTRICT			Activity Name 1	NAVAL EDUCATION AHD TRAINING		
Activity Name 2				Activity Name 2			
Activity Name 3				Activity Name 3			
Address 1	2400 LONGLEAF DR			Address 1	PROF DEVELOPMENT CENTER		
Address 2				Address 2	290 SPRAGUE AVENUE		
Address 3				Address 3			

[Void](#) [Previous](#) [Help](#)

- This screen indicates the invoice was successfully voided.

WAWF User : [Printer Friendly](#)

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Success

The Misc. Payment Voucher was successfully Voided. ←

Contract Number	Delivery Order	Shipment Number	Invoice Number
CLMSV18D4NW63242		1234	1234

Wed Aug 22 08:26:22 MDT 2018

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Reporting Grades

Student grades can be submitted by completing Column L “Student Grade” on the excel spread sheet attachment when submitting the invoice or by electronic submission into the NCMIS School Portal. The NCMIS Academic Institution Module (AIM) is the online application which allows schools to post grades for Navy, Marine Corps, and Coast Guard students using Tuition Assistance (TA). You may access the AIM portal through https://myeducation.netc.navy.mil/school_portal/. The application enables schools to post individual grades or upload entire grade files.

NCMIS uses personally identifiable information to positively identify service members to safeguard the system from unauthorized access. We ask each school assign a supervisor to request user accounts for individuals who will post grades. The supervisor does not have the ability to disable or create accounts. Each account change must be made by submitting a new agreement form, if applicable, or requesting an inactivation of account. User accounts must be assigned to a single individual and no two individuals should share an account. Please notify when users no longer require access by emailing: https://supportsystem.livehelpnow.net/new_ticket.aspx?cid=30432. Access to NCMIS’ School Portal may be revoked at any time without notification if guidelines are not followed.

If you have any questions, concerns, or would like access, please email us at: https://supportsystem.livehelpnow.net/new_ticket.aspx?cid=30432.

Additional Information

Payments

Payments for invoices submitted through WAWF will be made by Electronic Funds Transfer (EFT) to the bank account associated with assigned CAGE Code. To check the status of payments, use the **myInvoice** function within WAWF (located on main page after login).

Refunds

School refunds must be made by checks payable to the U.S. Treasury and mailed to the below address. The student's full name, TA Authorization number and course number must be included with the refund.

COMMANDING OFFICER
NETPDC N832 – TA SCHOOL REFUND
6490 SAUFLEY FIELD ROAD
PENSACOLA FL 32509-5241

Acronym Definitions

AAI – Agency Accounting ID

AEV – Advanced Education Voucher

CAGE – Commercial And Government Entity

CAM – Contractor Administrator, step 5 in the General Steps, page 4

CLIN/SLIN – Contract Line Item Number/Sub-Line Item Number

DoD – Department of Defense

DoDAAC - Department of Defense Activity Address Code

DUNS – Data Universal Numbering System

EB POC – Electronic Business Point of Contact, step 2, page 3

EDI – Electronic Data Interchange

FTP – File Transfer Protocol

GEV – Graduate Education Voucher

JITC – Joint Interoperability Test Center

LPO – Local Processing Official

NCMIS – Navy College Management Information System

NCPACE – Navy College Program for Afloat College Education

PIEE – Procurement Integrated Enterprise Environment

SAM – System for Award Management

TA – Tuition Assistance

VEC – Virtual Education Center

WAWF – Wide Area Workflow

WBT – Web Based Training