

# Tuition Assistance (TA) WAWF Guide



## WAWF Points of Contact

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## Getting Started

### Tuition Assistance

The Navy 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 Navy Tuition Assistance program. Students under this program will provide you with Tuition Assistance forms that say "Tuition Assistance Authorization" at the top of the form.

### Other Navy Tuition Programs and Contacts

Program	Contact
STA 21	Brenda Hinson <a href="mailto:brenda.m.hinson@navy.mil">brenda.m.hinson@navy.mil</a>
BUMED	Bryan Necciai <a href="mailto:bdnecciai@nmlc.med.navy.mil">bdnecciai@nmlc.med.navy.mil</a>
ROTC	Brenda Hinson <a href="mailto:brenda.m.hinson@navy.mil">brenda.m.hinson@navy.mil</a>

### Tuition Assistance Technician/LPO Points of Contact

**NOTE: Please contact these folks for invoicing assistance)**

TA Ext	Contact
TA	Shirley.binz@navy.mil
TA 2	Mary.e.warren@navy.mil
TA 3	Judith.lawton@navy.mil
TA 4	Amanda.e.jones@navy.mil
TA 5	Virginia.goldbach@navy.mil
TA 6	Kim.y.scott@navy.mil
TA 8	Lisa.thacker@navy.mil
TA 9	Shirley.binz@navy.mil

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TA 10	Kim.y.scott@navy.mil
TA 11	Tanya.hatfield@navy.mil
TA 12	Mellody.donaldson@navy.mil

**Setting up for WAWF Invoicing**

Before you can submit invoices in WAWF, you must have a WAWF account, and your school must be processed for WAWF invoicing.

***Getting Your School Processed for WAWF Invoicing***

If your school has not been processed for WAWF invoicing, please contact Marilyn Tourney [marilyn.tourney@navy.mil](mailto:marilyn.tourney@navy.mil). Once your school has been processed, she will email you the contract numbers and routing codes that you will need to submit your invoices.

***Creating a WAWF Account***

Each person responsible for submitting invoices should have his/her own account. This will enable the invoice certifier to contact the appropriate person for questions and information regarding the submitted invoice.

1. Call the Ogden Help Desk at 1-866-618-5988 (select option 2) to activate your school's CAGE code in WAWF.
2. Once your CAGE code is activated, go to the WAWF web site at <https://wawf.eb.mil> and self register as a Vendor. (This should be done by the person who usually does the invoicing.)

When prompted for User ID, this can be anything you choose as long as it is at least 8 characters. User ID's and Passwords are case sensitive. When prompted for ROLE, choose "VENDOR" from the drop down list. You do NOT need to fill in Comments or attach anything. Click "continue" and verify all information you entered is correct, check the box that says "STATEMENT OF ACCOUNTABILITY", and click "REGISTER NOW".

3. Then, have your electronic business point of contact (EBPOC) send an email to [cscassig@csd.disa.mil](mailto:cscassig@csd.disa.mil) or call 1-866-618-5988 to authorize your account. Please make sure your name and your school's CAGE code are mentioned.

Don't know who your EB POC is? Go to <https://www.bpn.gov/CCRSearch/SimpleSearch.aspx>, enter your cage code in the CAGE code field, click 'SEARCH' and at the bottom of the results page, it will list a primary and alternate EBPOC.

4. Once your account has been authorized, the Ogden Help Desk will activate your account and send an auto-generated one time password (expires in 48 hours) to the email account you entered when you self-registered. Log into the WAWF web site and create a

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permanent password.

If you do not receive your one time password within 24 hours, please call 1-866-618-5988 and choose Option 2.

*Note: If your school requires the use of multiple logon IDs under the same CAGE code, it is recommended that you select a representative to act as a group administrator (GAM) to monitor your WAWF accounts. Please contact your WAWF POC for more information on setting up a GAM.*

### **WAWF Password Resets**

Passwords expire after 90 days. If your password expired or you forgot your password, you can reset it by following these steps:

1. On the Logon page, click the Reset Password Link (underneath the blue buttons)
2. Enter your User ID and your CAGE code as the Location Code. Click Submit.
3. An email will be sent to you with a one-time password. Log in with that password, then create a permanent password.

## Guidelines and Policies (Please read before invoicing)

1. Check WAWF for the status of your invoices on a regular basis.
2. Do not submit duplicate invoices. This may result in a delay of payment.
3. Do not over bill. If the amounts you are billing for exceed the authorized TA amount, contact your Navy College Office POC and correct the discrepancy before submitting the invoice. If you submit an invoice for an amount that exceeds the authorized TA amount, the invoice will be returned to you for correction.
4. Wait until after the Add/Drop period before invoicing to ensure that the correct course is billed. Course discrepancies may result in a delay of payment.
5. Bill each service branch on a separate invoice (e.g., do not bill for both Navy and Coast Guard students on the same invoice). The first character of the TA Authorization Number indicates the service to be billed. (Please refer to the 'Creating and Submitting an Invoice' section below for further details.)
6. Do not bill for multiple fiscal years on the same invoice. The invoice should include bills for TA forms authorized in the same year. (Please refer to the section 'Creating and Submitting an Invoice' below for further details.)
7. Please batch invoices. You may invoice for multiple students and courses on the same invoice as long as they are all of the same service branch and fiscal year. (Please refer the 'Creating and Submitting an Invoice' section below for further details.)

## Creating and Submitting an Invoice

### Preparing Your TA Attachment Spreadsheet

1. Before invoicing in WAWF, you must complete the Excel TA Attachment.  
*Note: A copy of the TA attachment template can be downloaded at <https://www.navycollege.navy.mil/tuition/tawawf.html>.*
2. The TA Attachment provides additional information that is required by the certifier to approve your invoice. It is crucial that the spreadsheet is filled out correctly. Please complete the attachment as follows (\*indicates that the information can be found on the TA form. See the sample TA form below.):
  - **\*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).
    - To ensure that you are invoicing for only one service branch (you cannot invoice for multiple services in the same invoice), confirm that the TA Authorization Numbers begin with the same letter. The first character of the TA Authorization Number indicates the service branch. For example: TA Authorization number 'NA A200612345' indicates that it is Navy because it starts with an 'N'.
      - N = Navy
      - C = Coast Guard
      - M = Marine
      - G = GEV (Graduate Education)
      - E = AEV (Advanced Education)
    - To ensure you are invoicing for the same Fiscal Year (you cannot invoice for multiple fiscal years in the same invoice), confirm that positions 4-7 of the TA Authorization Numbers are all the same. Positions 4-7 of the TA Authorization Number indicates the Fiscal Year. For example: TA Authorization number 'NA A200812345' indicates that it is Fiscal Year 2008.
  - **\*Student Last Name**
    - Do not combine the first and last name in the same column.

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- **\*Student First Name**
  - Do not combine the first and last name in the same column.
- **\*Last Four Digits of the SSN** (max character = 9)
- **\*Course Number** (max character = 12)
  - The typical format for the Course Number field is the course subject followed by the course number (e.g., MATH101).
- **Course Name** (max character = 75)
- **\*Amount To Be Paid** (numeric values only)
- **\*NCMIS School Code** (max character = 5)
  - Enter the School Code found on the upper left hand side of the TA form, below the student's SSN.
  - If the NCMIS School Code on the TA form is not your school's code, please return the form to the student so that they can have it corrected or contact your invoice certifier/Local Processing Official (LPO).
- **\*School Name**
- **Invoice Number** (max character = 14)
  - Enter a unique Invoice Number.
  - Although the field max character length is 14 characters, 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).
- **Invoice Date** (mm/dd/yyyy)
- **Grades** (if available; not required; max character = 2)
  - Valid passing grades are 'A', 'B', 'C', 'D', 'S' (Successful), or 'P' (Passing)
  - Valid failing grades are as 'F', 'I' (Incomplete), 'N' (Not Passing or Repeat), 'W' (Withdrawal), or 'X' (Insufficient)

Refer to the examples below for further guidance.

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Sample TA Form

**TUITION ASSISTANCE AUTHORIZATION**

NAVEDTRA 1560/5      **TUITION ASSISTANCE AUTHORIZATION**      NXX200400001  
 25-JUN-2004

SSN: 123456789      NAME: POPEYE SAILOR MAN      RATE BMC  
 SCHOOL CODE: 4157A      INSTITUTION: Rhodec International

**ENROLLMENT INFORMATION**

TERM DATES      START: 03-MAR-2004      END: 03-JUN-2010

COURSE	TITLE	HOURS	GOV SHARE	STU SHARE
MATH999	TEST	3	\$450.00	\$0.00
TOTAL:		3	\$450.00	\$0.00

I have read, understand, and will comply with the provisions of CNETINST 1560.3D and the application for Tuition Assistance Form. I hereby authorize release of my grades and notification of degree completion to the US Navy. Non-receipt of grades will prohibit additional tuition assistance.

\_\_\_\_\_  
 Applicant's Signature      (619) 556-4459  
 Phone

NXX200400001      25-JUN-2004      \_\_\_\_\_  
 AUTHORIZATION NUMBER      DATE AUTHORIZED      SIGNATURE OF AUTHORIZED  
 GOVERNMENT PERSONNEL

TA Authorization Number

NXX200400001

SCHOOL CODE: 4157A

School/NCMIS Code

Course Information

COURSE	TITLE	HOURS	GOV SHARE	STU SHARE
MATH999	TEST	3	\$450.00	\$0.00
TOTAL:		3	\$450.00	\$0.00

NXX200400001

TA Authorization Number

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### Example of a correctly completed TA Attachment

**Same service and Fiscal Year**

**Same Invoice Number**

**Same School Code that appears on the TA form**

	A	B	C	D	E	F	G	H	I	J	K	L	M
	TA Authorization # (max character = 12)	Student Last Name	Student First Name	Last Four Digits of SSN (max character= 9)	Course Number (max character = 12)	Course Name (max character = 75)	Amount To Be Paid (Numeric values only)	NCMSIS School Code (max character = 5)	School Name	Invoice Number	Invoice Date (mm/dd/yyyy)	Student Grade (Optional) (max character = 1)	Comments
1	NAC200606493	Brady	David	9837	MATH101	Math	100.00	1056A	University Of Phoenix	UOP12345	06/26/2006	B	Fall semester
2	NAC200602326	Colvard	Shirley	3453	ENG01	English	150.00	1056A	University Of Phoenix	UOP12345	06/26/2006	B	Fall semester
3	NAJ200600193	Gainer	Randy	1234	ACCT200	Accounting	300.00	1056A	University Of Phoenix	UOP12345	06/26/2006	C	Fall semester
4	NAC200602326	Hoffman	Agnes	3214	HIS201	History	100.00	1056A	University Of Phoenix	UOP12345	06/26/2006	W	Fall semester
5	NAJ200600193	Howard	Melissa	8372	ACR101	Agriculture	76.58	1056A	University Of Phoenix	UOP12345	06/26/2006	X	Fall semester
6	NAJ200600193	Hughes	Christine	1283	POL001	Political Science	380.83	1056A	University Of Phoenix	UOP12345	06/26/2006	A	Fall semester
7	NAJ200600787	Johnson	Beverly	1094	POL001	Political Science	200.00	1056A	University Of Phoenix	UOP12345	06/26/2006	D	Fall semester
8	NAJ200600123	Jones	Tom	7337	ECON533	Managerial ECON	2500.00	1056A	University Of Phoenix	UOP12345	06/26/2006	A	Fall semester
9	NAC200602488	Jones	Phillip	8395	SPEE01	Speech	500.00	1056A	University Of Phoenix	UOP12345	06/26/2006	S	Fall semester
10	NAJ200600787	Kent	William	2949	POL001	Political Science	220.24	1056A	University Of Phoenix	UOP12345	06/26/2006	P	Fall semester
11	NAC200602771	Morgan	Taylor	8372	AIRE001	Air C/Refrig/Envir.	124.20	1056A	University Of Phoenix	UOP12345	06/26/2006	C	Fall semester
12	NAC200602488	Phillip	Samantha	3672	CHEM043	Chemistry	694.34	1056A	University Of Phoenix	UOP12345	06/26/2006	F	Fall semester
13	NAJ200600193	Smith	Robert	6026	SOC0038	Sociology	100.00	1056A	University Of Phoenix	UOP12345	06/26/2006	I	Fall semester
14	NAC200603593	Sullivan	Shane	0766	BIO101	Biology	560.83	1056A	University Of Phoenix	UOP12345	06/26/2006	B	Fall semester
15	NAC200600947	Thomas	Kim	1647	AIRE001	Air C/Refrig/Envir.	200.00	1056A	University Of Phoenix	UOP12345	06/26/2006	A	Fall semester
16	NAC200602339	Thomas	Brian	2029	PSYC100	Psychology	2500.00	1056A	University Of Phoenix	UOP12345	06/26/2006	N	Fall semester
17	NAC200600947	Watson	Danielle	2627	SOC0038	Sociology	500.00	1056A	University Of Phoenix	UOP12345	06/26/2006	W	Fall semester

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**Example of an incorrectly completed TA Attachment** (Note: Please make sure your Excel spreadsheet is MS Excel version 2003)

Multiple services and Fiscal Years are not allowed on the same invoice

Student's first and last name should not be combined in the same column.

Multiple Invoice Numbers are not allowed

Valid grade values are:  
'A', 'B', 'C', 'D',  
'S', 'P', 'F', 'I',  
'N', 'W', or 'X'

TA Authorization # (max character = 12)	Student Last Name	Last Four Digits of SSN (max character= 9)	Course Number (max character = 12)	Course Name (max character = 75)	Amount To Be Paid (Numeric values only)	NCMIS School Code (max character = 5)	School Name	Invoice Number	Invoice Date (mm/dd/yyyy)	Student Grade (Optional) (max character = 1)	Comments
NAC20070832	Brady, David	9837	MATH101	Math	100.00	1056A	University Of Phoenix	UOP12345	06/26/2006	PASS	Fall semester
CG120061542	Colvard, Shirley	3453	ENG01	English	150.00	1100A	University Of Phoenix	UOP11133	06/26/2006	B	Fall semester
CG120071542	Gainer, Randy	1234	ACCT200	Accounting	500.00	1056A	University Of Phoenix	UOP2847	06/26/2006	C	Fall semester
MHZ20060963	Hoffman, Agnes	3214	HIS201	History	100.00	1056C	University Of Phoenix	UOPF12345	06/26/2006	FAIL	Fall semester
NAJ20070119	Howard, Melissa	8372	AGR101	Agriculture	76.58	1056A	University Of Phoenix	UOP12345	06/26/2006	CANCELLED	Fall semester
MHE20060186	Hughes, Christine	1283	POLU01	Political Science	580.83	1056A	University Of Phoenix	UOP1223	06/26/2006	A	Fall semester
NAJ20060078	Johnson, Beverly	1084	POLU01	Political Science	200.00	1056B	University Of Phoenix	UOP12345	06/26/2006	D	Fall semester
MHZ20060962	Jones, Tom	7337	ECON633	Managerial ECON	2500.00	1056B	University Of Phoenix	UOP2948	06/26/2006	PASS	Fall semester
CG120061635	Jones, Phillip	8395	SPEE01	Speech	500.00	1056A	University Of Phoenix	UOP12345	06/26/2006	S	Fall semester
CG120071486	Kent, William	2949	POLU01	Political Science	200.24	1056A	University Of Phoenix	UOP9482452	06/26/2006	P	Fall semester
NAC20060277	Morgan, Taylor	8372	AIRE001	Air C/Refrig/Envir.	124.20	1056A	University Of Phoenix	UOP928348	06/26/2006	C	Fall semester
MHZ20060878	Phillip, Samantha	3672	CHEM043	Chemistry	594.34	1056A	University Of Phoenix	UOP10E	06/26/2006	F	Fall semester
MHZ20060186	Smith, Robert	6028	SOC0038	Sociology	100.00	1056C	University Of Phoenix	UOP12345	06/26/2006	INCOMPL	Fall semester
MHZ20061018	Sullivan, Shane	0768	BIO101	Biology	580.83	1056C	University Of Phoenix	UOP12W1	06/26/2006	B	Fall semester
NAC20060094	Thomas, Kim	1647	AIRE001	Air C/Refrig/Envir.	200.00	1056A	University Of Phoenix	UOP12345	06/26/2006	A	Fall semester
CG120061535	Thomas, Brian	2029	PSYC100	Psychology	2500.00	1056B	University Of Phoenix	UOPW1U	06/26/2006	N	Fall semester
CG120061486	Watson, Danielle	2627	SOC0038	Sociology	500.00	1056A	University Of Phoenix	UOP12345	06/26/2006	W	Fall semester

- 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 "2008" you should name the file as "1234A\_FALL0001\_2008.doc"*
  - STEP 3:** Choose a location to save the file to. We recommend saving the file to a local drive (e.g., Desktop). Saving to a network drive may cause issues when attaching the invoice.
  - STEP 4:** Click the Save button.

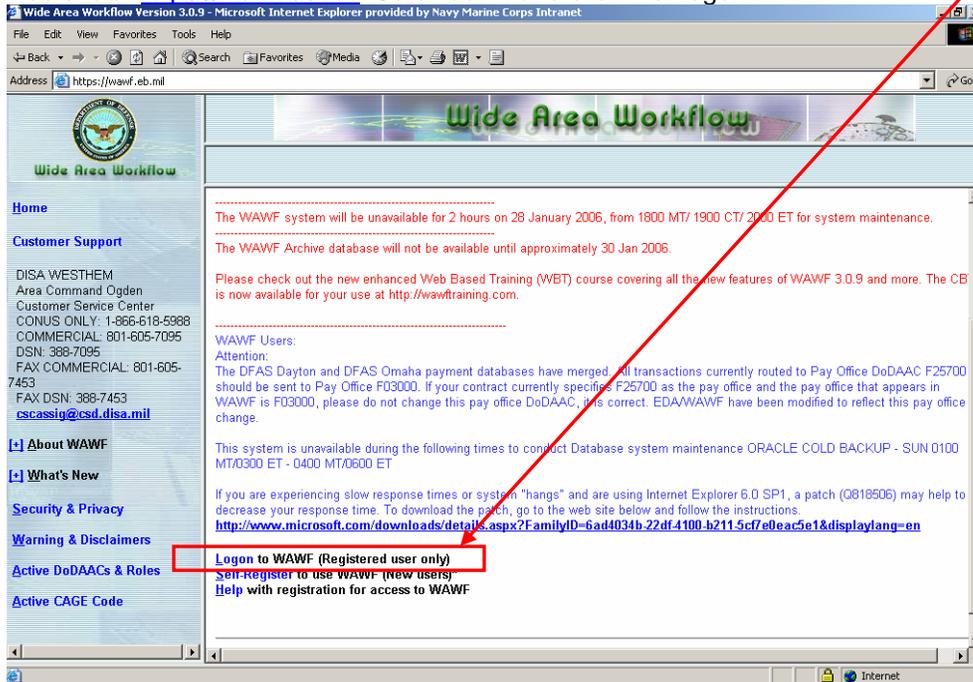
**NOTE:** When saving the TA attachment, the filename CANNOT contain spaces. If desired, underscores ( \_ ) may be used in place of spaces.

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### Creating a WAWF Invoice

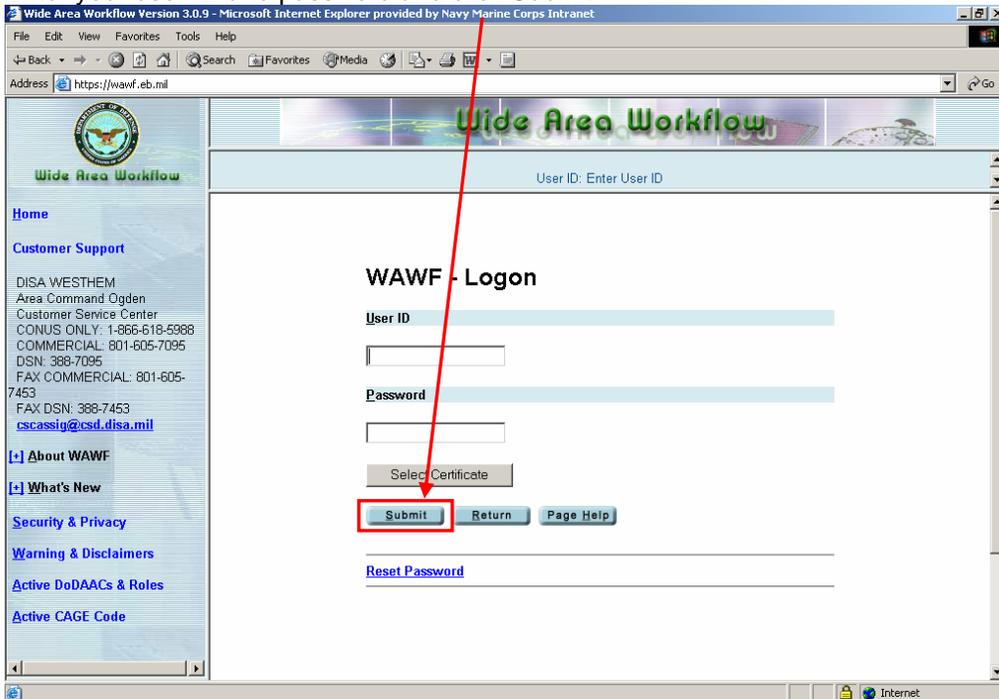
**NOTE:** The information used in the examples below is sample information that should NOT be used in the creation of WAWF invoices. Please use the information that was emailed to you by your WAWF POC.

- Once you've completed and saved the attachment template, access the Wide Area Workflow web site at <https://wawf.eb.mil>. Scroll down and click the Logon link.

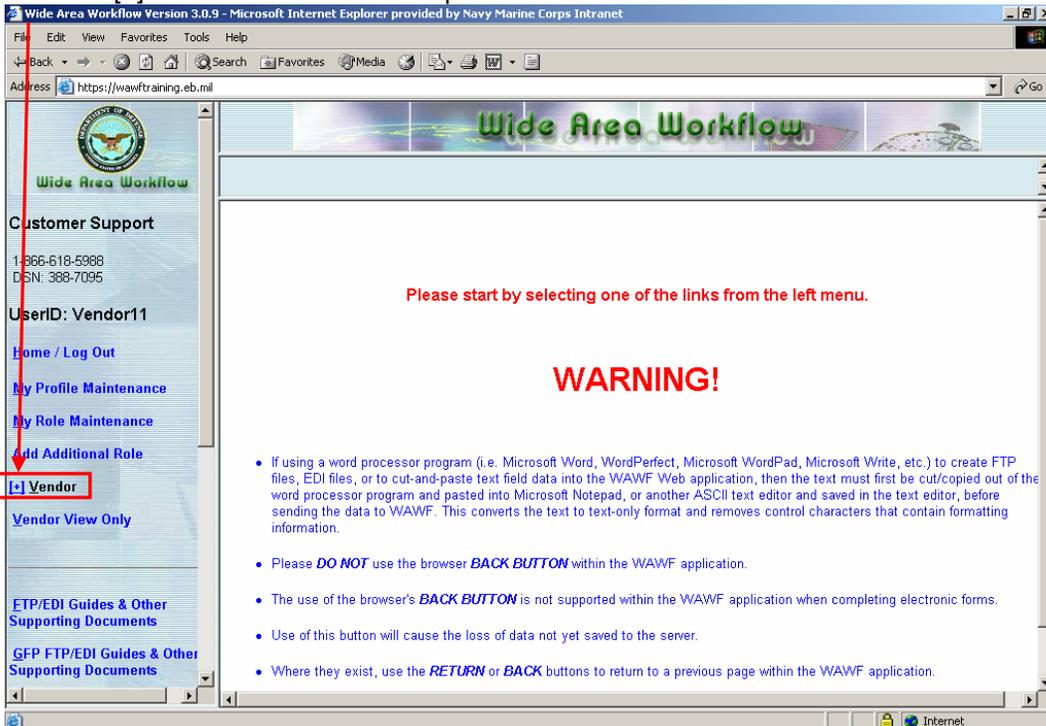


## Tuition Assistance (TA) WAWF Invoice and Grade Submission Guide

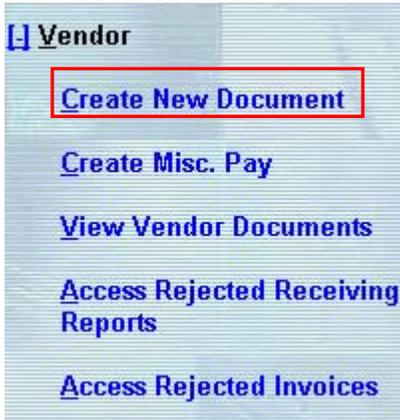
5. Enter your user ID and password and click Submit.



6. Click the [+] icon next to Vendor to expand the menu.



- Click Create New Document in the expanded Vendor menu.



- Input your contract number (provided by your WAWF POC), leave the delivery order blank, and choose your CAGE code from the drop-down menu, then click Continue.

A screenshot of the 'Create New Document' form. The form has a title 'Create New Document' and a legend '\* = Required Fields'. It contains three input fields: 'Contract Number \*' with the value 'N6382206M1056', 'Delivery Order' which is empty, and 'CAGE Code/Ext. \*' with a dropdown menu showing '09YY8'. Below the fields are three buttons: 'Continue', 'Reset', and 'Page Help'.

**NOTE:** The contract number used for invoicing is determined by the TA Authorization numbers entered on the spreadsheet. If positions 4-7 (fiscal year) of the TA numbers are 2008, the 2008 contract number beginning with **N6832208M** should be used. The "08" in the contract number represents the fiscal year and should be the same fiscal year as the TA Authorization numbers on your spreadsheet. If the TA numbers on your spreadsheet have 2007 in positions 4-7, use the 2007 contract number beginning with **N6832207M**; if 2009 use the 2009 contract number; and so forth.

- Click OK to the message that appears. This message does not indicate an error.



10. Enter the Pay DoDAAC **N68566** if your contract number is before FY09 (e.g., N6832206MXXXX, **07**, **08**). Enter the Pay DoDAAC **N68732** if your contract number is FY09, N6832209MXXXX, or later and click Continue.

### Create New Document

\* = Required Fields

Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC *
N6382206M1056		09YY8	<input style="width: 100%;" type="text"/>

11. Click the radio button next to Invoice. The screen will refresh as below. Click Continue.

### Create New Document

\* = Required Fields

Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC
N6382206M1056		09YY8	N68566

Search For:

Invoice No.

Template

Active Documents  Archived Documents

Select Document to Create: \*

Invoice

Invoice as 2-in-1 (Services Only)

Construction Payment Invoice

Receiving Report

Invoice and Receiving Report (Combo)

Cost Voucher (FAR 52.216-7, 52.216-13, 52.216.14, 52.232-7)

12. At the next screen, input the information provided by your WAWF POC:

- **Admin DoDAAC:** N68322
- **Ship to Code:** N68322 ext. TA1, TA2, TA3...TA12. It is important to enter the TA extension so that your invoice is directed to the correct inbox for certification.
- **LPO DoDAAC:** N68322 ext. TA1, TA2, TA3...TA12. It is important to enter the TA extension so that your invoice is directed to the correct inbox for certification.

**NOTE:** For GEV and AEV (Graduate Education and Advanced Education), please use extension TA12. For Navy, Marine, and Coast Guard, please use the TA extension provided to you by your WAWF POC.

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When all fields are complete, click the Continue button.

### Create New Document

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

<b>Contract Number</b>	<b>Delivery Order</b>	<b>CAGE Code / Ext.</b>	<b>Pay DoDAAC</b>
N6832206M1133		1J3E7	N68566
<b>Issue Date</b>	<b>IssueBy DoDAAC</b>	<b>Admin DoDAAC *</b>	
<input type="text"/>	<input type="text"/>	N68322	
<b>Ship To Code * / Ext.</b>	<b>Ship From Code / Ext.</b>	<b>LPO DoDAAC * / Ext.</b>	
N68322 TA1	<input type="text"/>	N68322 TA1	

**Document Selected:**

Invoice

- Enter the **Invoice No.** and **Invoice Date** (set to today's date). Set the **Final Invoice** Flag to 'N' (default).

*Note: Ensure that the **Invoice No.** value entered on this screen is the same value you entered in the Invoice Number column of the attachment (Refer to step 2).*

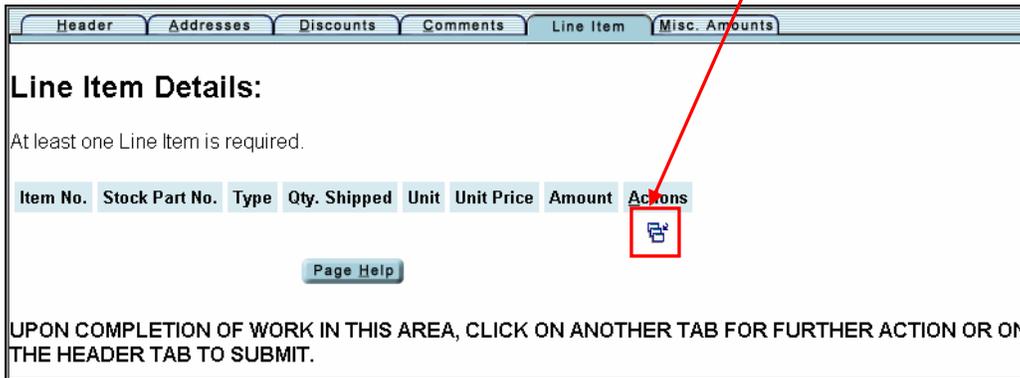
### Data Capture - Invoice

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

<b>Contract Number</b>	<b>Delivery Order</b>	<b>Issue Date</b>			
N6832206M1056		2006/10/01			
<b>Shipment No.</b>	<b>Shipment Date</b>	<b>Final Shipment?</b>	<b>Invoice No.*</b>	<b>Invoice Date*</b>	<b>Final Invoice?</b>
<input type="text"/>	<input type="text"/>	N <input type="button" value="v"/>	NAVY0001	2006/09/22 <input type="button" value="v"/>	N <input type="button" value="v"/>
<b>Government B/L Number</b>				<b>Document Total:</b>	
<input type="text"/>				\$0.00	
<b>Currency Code</b>					
USD <input type="button" value="v"/>					

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14. Once all invoice data is input, click on the Line Item tab. Then, click on the three-boxes icon under Actions.



**Line Item Details:**

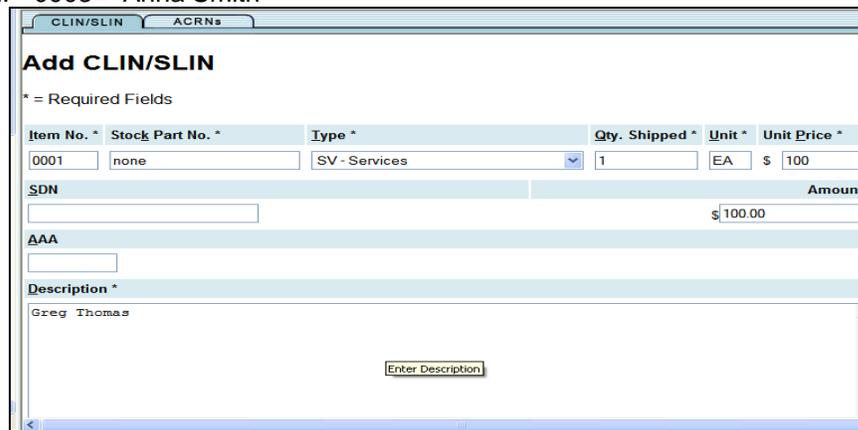
At least one Line Item is required.

Item No.	Stock Part No.	Type	Qty. Shipped	Unit	Unit Price	Amount	Actions
							

Page Help

UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION OR ON THE HEADER TAB TO SUBMIT.

15. GEV/AEV TA bills must be billed separately
- Using N68322/ext. TA12 for Ship To and LPO DoDAACs
  - One invoice and TA attachment per student
- or
- One line item per student on the same invoice with the TA template information for the student in the description field of the line item:
- 0001 = Greg Thomas
  - 0002 = Maria Clark
  - 0003= Anna Smith



**Add CLIN/SLIN**

\* = Required Fields

Item No. *	Stock Part No. *	Type *	Qty. Shipped *	Unit *	Unit Price *
0001	none	SV - Services	1	EA	\$ 100

SDN

Amount

AAA

Description \*

Greg Thomas

Enter Description

Tuition Assistance (TA) WAWF Invoice and Grade Submission Guide

CLIN/SLIN		ACRNs			
<b>Add CLIN/SLIN</b>					
* = Required Fields					
Item No. *	Stock Part No. *	Type *	Qty. Shipped *	Unit *	Unit Price *
0002	none	SV - Services	1	EA	\$ 300
<b>SDN</b>				<b>Amount</b>	
				\$300.00	
<b>AAA</b>					
<b>Description *</b>					
Maria Clark					

16. For the line item, input the following information:

- **Item No.** = 0001
- **Stock Part No.** = NONE
- **Type** = SV – services
- **QTY Shipped** = 1
- **Unit** = EA for each
- **Unit Price** = full amount of the invoice for the Service being billed (Navy, Marine, Coast Guard) or full amount for the student (GEV/AEV)
- **Description** = detailed comments describing the line item (Navy, Marine, Coast Guard) or TA attachment information for the student (GEV/AEV)

CLIN/SLIN		ACRNs			
<b>Add CLIN/SLIN</b>					
* = Required Fields					
Item No. *	Stock Part No. *	Type *	Qty. Shipped *	Unit *	Unit Price *
0001	None	SV - Services	1	EA	\$ 5,520
<b>SDN</b>		<b>ACRN</b>	<b>Amount</b>		
			\$5,520.00		
<b>Description *</b>					
TA bill for Navy Students Spring Semester. Please see attached					

Once all line item information is entered, scroll down and click Save CLIN/SLIN.

Tuition Assistance (TA) WAWF Invoice and Grade Submission Guide

17. You will see a summary of the line item information. Click on the Header tab.

The screenshot shows a web application interface with a tabbed menu at the top containing 'Header', 'Addresses', 'Discounts', 'Comments', 'Line Item', and 'Misc. Amounts'. The 'Header' tab is selected and highlighted with a red box and a red arrow pointing to it from the left. Below the tabs, the heading 'Line Item Details:' is displayed. A message states 'At least one Line Item is required.' Below this is a table with the following data:

Item No.	Stock Part No.	Type	Qty. Shipped	Unit	Unit Price	Amount	Actions
0001	NONE	SV	1	EA	\$5,520.00	\$5,520.00	

Below the table is a 'Page Help' button. At the bottom of the screen, a message reads: 'UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION OR ON THE HEADER TAB TO SUBMIT.'

18. Click the Create Document button.

The screenshot shows the 'Data Capture - Invoice' screen. At the top, the same tabbed menu is visible, with 'Header' selected. The main heading is 'Data Capture - Invoice'. A note indicates '\* = Required Fields, Date = YYYY/MM/DD'. The form contains the following fields:

- Contract Number: N6832206M1056
- Delivery Order: 2006/10/01
- Issue Date: 2006/10/01
- Shipment No.: [empty]
- Shipment Date: [empty]
- Final Shipment?: N
- Invoice No.\*: NAVY0001
- Invoice Date\*: 2006/09/22
- Final Invoice?: N
- Government B/L Number: [empty]
- Document Total: \$5,520.00
- Currency Code: USD

At the bottom of the form, there are three buttons: 'Create Document', 'Return', and 'Page Help'. The 'Create Document' button is highlighted with a red box and a red arrow pointing to it from the top-left corner of the screen.

**Attaching Your TA Attachment Spreadsheet**

19. You will see summary data of your invoice. Click the Misc. Info tab to add the TA attachment that was prepared in step 1.

Header			Line Item		Addresses		Misc. Info	
<b>INVOICE</b>								
* = Required Fields								
<b>Contract Number</b>			<b>Delivery Order</b>			<b>Issue Date</b>		
N6832206M1056						2006/10/01		
<b>Invoice Number</b>		<b>Invoice Date</b>		<b>Final Invoice</b>		<b>Invoice Received Date</b>		
NAVY0001		2006/09/22		N		2006/09/22		
<b>Summary of Detail Level Information</b>							<b>Total</b>	
1	CLIN/SLIN(s)					\$5,520.00		
0	Miscellaneous Amount(s)					\$0.00		
							\$5,520.00	
<b>Routing Information:</b>								
<b>Prime Contractor</b>					<b>Administered By</b>			
CAGE Code: 09YY8 Extension:					DoDAAC: N68322			

20. Click on the three-boxes icon next to the Attachments drop-down box.

Header			Line Item		Addresses		Misc. Info	
<b>INVOICE</b>								
- CONTINUATION SHEET								
* = Required Fields								
<b>Contract Number</b>			<b>Delivery Order</b>			<b>Shipment Number</b>		<b>Invoice Number</b>
N6832206M1056								NAVY0001
<b>Initiator Information</b>								
<b>Name:</b> Sara Harris								
<b>Title:</b> Vendor								
<b>Phone #:</b> 901-373-0300								
<b>DSN:</b>								
<b>Email:</b> accounting@tsmcorporation.com								
<b>Org Email:</b> we6dad@cols.disa.mil								
<b>Comments:</b>								
						<b>IRD:</b> 2006/09/22		
						<b>Date of Action:</b> 2006/09/22		
						<b>Action(s):</b>		
						Attachments		

21. Click the Browse button to select the attachment from your computer. Once you've selected the attachment, click Open. You will be returned to the screen below and will see the document path listed in the box. Click Continue.

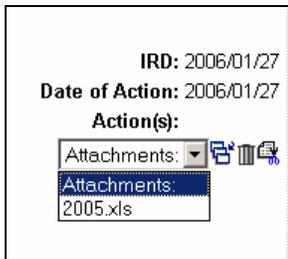
**NOTE:** If the document was saved on a network or shared drive, it may not attach properly. Resave the file to your local drive (e.g., Desktop).



**Form - Attachments**

Pick up a file to attach

22. The attachment will be listed in the drop-down box. You can click the three-boxes icon to add another attachment, click the trash can icon to remove the attachment, or click the scissors icon to view the attachment.

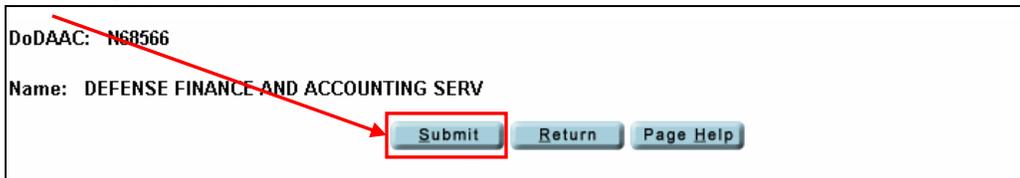


IRD: 2006/01/27  
Date of Action: 2006/01/27  
Action(s):

Attachments:

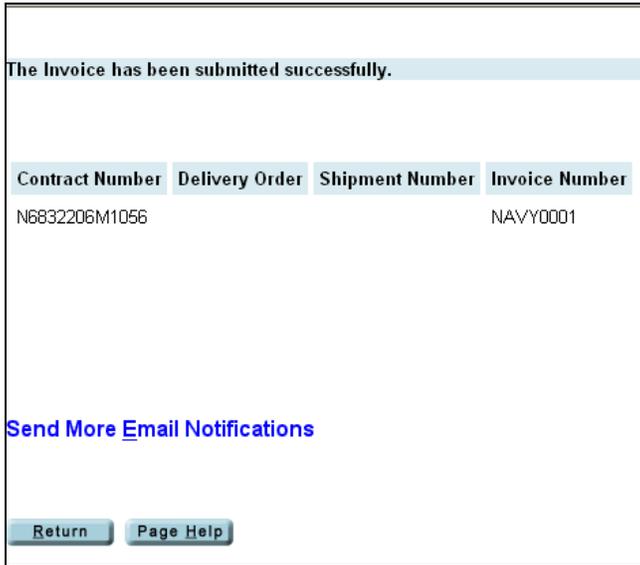
Attachments:  
2005.xls

23. Once the attachment is added, click on the Header tab. Scroll to the bottom of the screen and click the Submit button.



DoDAAC: N68566  
Name: DEFENSE FINANCE AND ACCOUNTING SERV

24. You will receive a message stating that the invoice has been submitted successfully. Click Return to create another invoice.



25. Click Home/Log Out to exit WAWF, then close the browser window to completely log out.

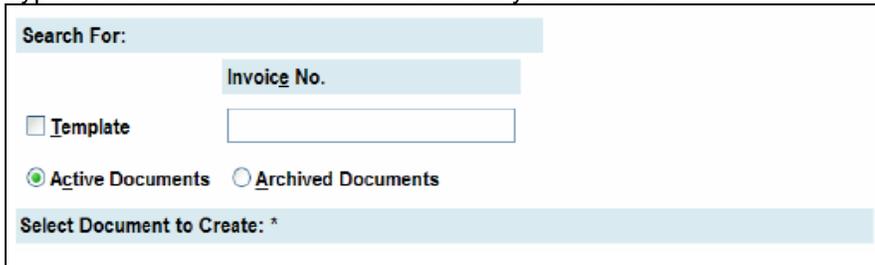


26. Upon receipt of your invoice, the Local Processing Officer (LPO) will either process or reject the invoice. You should check WAWF on a regular basis (see Searching and Viewing Documents) to make sure the invoice gets processed. If your invoice has been rejected, make the necessary corrections and resubmit the invoice (see section '**Resubmitting Rejected Invoices**').

## Creating an Invoice from a Template

Vendors have the capability to use a previously submitted document as a template for creating a new invoice.

1. Follow the instructions for creating and submitting an invoice, but after you have selected your document type (Invoice) and the page refreshes, click the checkbox next to Template. Type in an invoice number to narrow down your search.



The screenshot shows a search interface with the following elements:

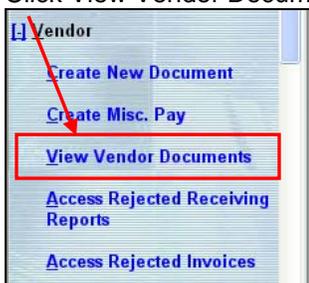
- Search For:** A light blue header bar.
- Invoice No.:** A text input field with a light blue background.
- Template**: A checkbox with a light blue background.
- Active Documents** and  **Archived Documents**: Radio buttons for document status.
- Select Document to Create: \***: A light blue bar at the bottom.

2. A list of available documents is displayed. Select a document on which to base the new invoice by clicking the radio button next to the invoice number, and click Continue.
3. After the template document has been selected and the page submitted, the routing codes are displayed. Change the codes if necessary or click Continue to keep the same information.
4. Enter the invoice number and invoice date as required.
5. On the Line Item tab, click the pen icon to edit your line item with the appropriate information for your current invoice.
6. On the Header tab, click Create Document and review the invoice.
7. On the Misc. Info tab, attach your TA template using the three-boxes icon.
8. Go to the Header Tab and click Submit. A pop-up warning will appear reminding you that the invoice information has been pre-populated from another invoice. Please verify the pre-populated information is accurate before submitting the document.

## Searching and Viewing Documents

You can use the View Vendor Documents link to view the status of documents that you have submitted through WAWF.

1. Log on to WAWF and click the [+] sign next to Vendor.
2. Click View Vendor Documents.



Tuition Assistance (TA) WAWF Invoice and Grade Submission Guide

3. In the Search Criteria screen, enter your CAGE code, contract number, and/or invoice number. (Specify a date range in the Create Date and Create Date End fields if you are searching for an invoice older than 30 days.) Click Submit.
4. 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 an invoice number to view the invoice.
  - View the Status column to check the status of the invoice. Status definitions:
    - **Submitted:** Has been created by Vendor and is awaiting initial Government action
    - **Recall Available:** Document has been made recallable to the LPO. LPO must look in Access Recall-Action Required Folder
    - **Certified:** Document has been made recallable to the LPO. LPO must look in History Folder.
    - **Processed:** Has been processed by the Pay Office and is within the Entitlement System. A "Processed" document will be archived after 120 days
    - **Rejected:** Has been sent back to the Initiator by the Government
    - **Resubmitted:** Has been corrected by the Initiator and resubmitted for action (only seen following a rejection)
    - **Void:** No user can take action on this document. Will be archived after 120 days
  - Use the navigational buttons at the bottom of the screen to view your results.

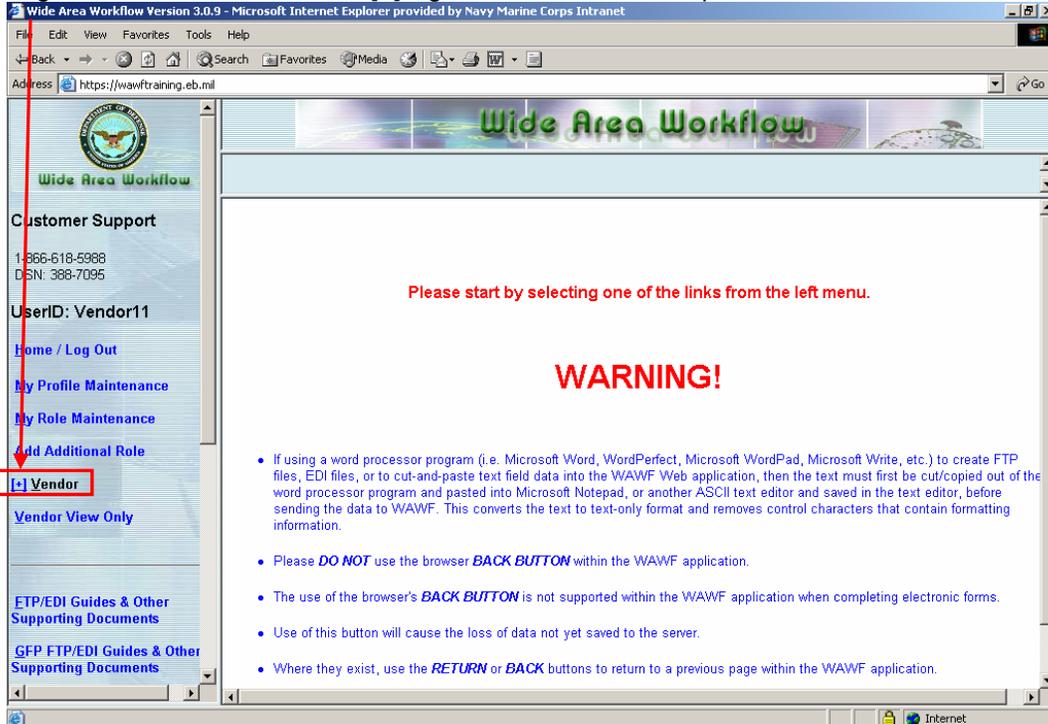
**Pay Official View Only from Active Folder for 'N68566' (9 items, sorted by Contract Number)**

Item	Type	Vendor (Payee)	Contract Number	Delivery Order	Shipment No	Acceptance Date	Status	Recall RR	Void RR	Invoice Number	Invoice Received Date	Status	Recall Invoice	Void Invoice	Amount
1	Invoice	1E9Q2	<a href="#">N6832207M1056</a>							<a href="#">589852NAVY</a>	2006-12-20	Submitted			\$133,24
2	Invoice	1E9Q2	<a href="#">N6832207M1056</a>							<a href="#">589855COASTGUARD</a>	2006-12-20	Submitted			\$39,50
3	Invoice	1E9Q2	<a href="#">N6832207M1056</a>							<a href="#">589885MARINECORP</a>	2006-12-20	Submitted			\$126,91
4	Invoice	3A707	<a href="#">N6832207M2846</a>							<a href="#">3000122006NTA</a>	2006-12-20	Processed			\$3,00
5	Invoice	1EGU7	<a href="#">N6832207M3345</a>							<a href="#">80TANN1021</a>	2006-12-20	Submitted			\$1,00
6	Invoice	1R6E5	<a href="#">N6832207M3444</a>							<a href="#">20071218C</a>	2006-12-20	Processed			\$2,25
7	Invoice	1R6E5	<a href="#">N6832207M3444</a>							<a href="#">20071218M</a>	2006-12-20	Processed			\$15,25
8	Invoice	1R6E5	<a href="#">N6832207M3444</a>							<a href="#">20071218N</a>	2006-12-20	Processed			\$46,00
9	Invoice	028P7	<a href="#">N6832207M3555</a>							<a href="#">81181</a>	2006-12-20	Submitted			\$1,00

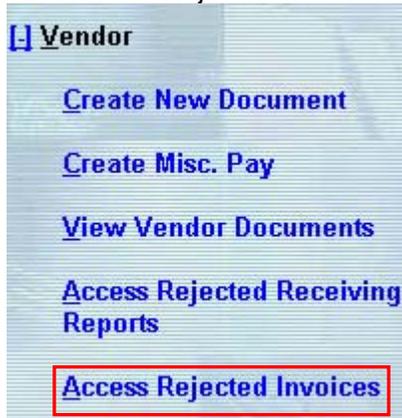
## Rejected Invoices

If you receive an email notification informing you that your invoice has been rejected or notice in WAWF that the status of your invoice is Rejected, you can access your rejected invoice for correction by following the steps below:

1. Log on to WAWF and click the [+] sign next to Vendor to expand the menu.



2. Click Access Rejected Invoices.



**Tuition Assistance (TA) WAWF Invoice and Grade Submission Guide**

- In the Search Criteria screen, enter your CAGE code, contract number, and/or invoice number. (Specify a date range in the Create Date and Create 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. Based on the Reject Reason, you will either Void the rejected invoice and submit a new invoice or correct and resubmit the invoice.

<b>Vendor Rejected Invoices Folder for '09YY8' 3 items, sorted by Contract Number</b>										
Item	Type	Vendor (Payee)	Contract Number	Delivery Order	Resubmit?	Invoice Received Date	Change DoDAAC	Void?	Amount	Reject Reason
1	Invoice	09YY8	<a href="#">N6832206M2000</a>		<a href="#">1000</a>	2007-02-05	<a href="#">Yes</a>	<a href="#">V</a>	\$2,000.00	WAWF invoice amount and spreadsheet amount do not match.
2	Invoice	09YY8	<a href="#">N6832206M3000</a>		<a href="#">UOP12345</a>	2007-02-06	<a href="#">Yes</a>	<a href="#">V</a>	\$2,000.00	Spreadsheet contains Navy and Marines.
3	Invoice	09YY8	<a href="#">N6832207M1000</a>		<a href="#">1000</a>	2007-02-05	<a href="#">Yes</a>	<a href="#">V</a>	\$2,000.00	Please use the correct contract number.

*Note: In this illustration, based on the reject reason*

- Item 1 can be resubmitted with corrected amounts.
- Item 2 can be resubmitted if a revised spreadsheet removing one branch of service is reattached and the line item amount is updated. However, a new invoice will need to be created for the other service branch.
- Item 3 must be rejected and the spreadsheet attached to a new invoice with the correct contract number.

**Voiding Rejected Invoices**

If the reject reason is any one of the following, you cannot resubmit the same invoice. You must void the rejected invoice, and create and submit a new invoice.

- Incorrect contract number (e.g., TA Authorization numbers are 2007 numbers, but 2008 contract number was used)
- Incorrect document type
- Invoice Date is set to a future date
- Incorrect Invoice Number

To void a rejected invoice:

- From the Access Rejected Invoices Search Results page, click the hyperlinked **V** corresponding to the invoice to be voided.
- A pop-up box will open notifying you that you are about to void an invoice. Click OK. The status of your invoice will change to Void. You can now create and submit a new invoice.

**NOTE:** Duplicate invoices should also be voided.

**Resubmitting a Rejected Invoice**

1. From the Access Rejected Invoices Search Results page (if modifications to the spreadsheet are required, we recommend updating the spreadsheet before continuing):
  - a. To correct DoDAACs (e.g., wrong TA extension), click Yes under the Change DoDAAC column. On the Data Capture page that opens, update the DoDAAC information, and click Continue.
  - b. If the DoDAACS do not need to be corrected, but the line item needs correction (e.g., incorrect invoice amount), click the invoice number under the Resubmit? column. The invoice will open on the main screen.

**Vendor Rejected Invoices Folder for '17038' 1 items, sorted by Contract Number**

Item	Type	Vendor (Payee)	Contract Number	Delivery Order	Resubmit?	Invoice Received Date	Change DoDAAC	Void?	Amount	Reject Reason
1	Invoice	17038	<a href="#">N6883606P0001</a>		<a href="#">109</a>	2006-12-04	<a href="#">Yes</a>	<a href="#">V</a>	\$700,000.00	Rejected due to spreadsheet error.

Click the Line Item tab. On the Line Item Details page, click the pen icon. Make any necessary changes, then click Save CLIN/SLIN.

**Line Item Details:**

At least one Line Item is required.

Item No.	Stock Part No.	Type	Qty. Shipped	Unit	Unit Price	Amount	Actions
0001	None	SV	1	EA	\$1,000	\$1,000.00	 

2. Go to the Header Tab. Click the Create Document button.
3. You must also attach a revised spreadsheet. If you have already updated your spreadsheet, proceed to step 4.
  - a. To revise and attach your spreadsheet, go to the Misc. Info tab. Under Initiator Information, click the drop-down box and select the correct attachment. Click the scissors icon to extract the spreadsheet.

## Tuition Assistance (TA) WAWF Invoice and Grade Submission Guide

**INVOICE**  
- CONTINUATION SHEET  
\* = Required Fields

Contract Number	Delivery Order	Shipment Number	Invoice Number
N6883606P0001			109

**Initiator Information**

**Name:** Tyler Moon  
**Title:** edi specialist  
**Phone #:** (555)123-1234  
**DSN:**  
**Email:** we6dad@cols.disa.mil  
**Org Email:** we6dad@cols.disa.mil

**Comments:**

**Local Processing Official Information**

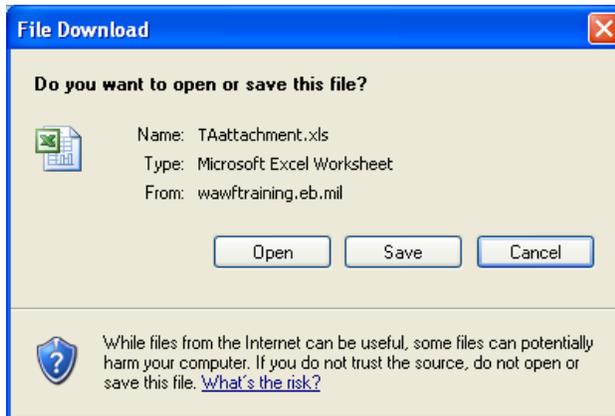
**Name:** Janice Novella

IRD: 2006/12/04 1357 EST  
Date of Action: 2006/12/04 1357 EST  
Action(s): Submitted  
Web, Stand Alone

Attachments: [dropdown menu]  
TAattachment.xls

- b. A dialog box will appear asking you where you want to save the attachment. Click Save and save the attachment to a local drive where you will easily be able to access it, such as your Desktop. Please name the file with your School Code\_Invoice Number\_Fiscal Year (e.g., 1234A\_Fall0001\_2008.doc). Open the attachment and make any necessary corrections, then save.

**NOTE:** If the document is saved on a network or shared drive, it may not attach properly. We recommend saving the file to your local drive (e.g., Desktop).



4. On the Misc. Info tab, there will be more than one Initiator Information section, scroll down to the last Initiator Information section. Click the three-boxes icon next to the Attachments drop-down field. Click Browse and select your revised spreadsheet from your computer files. Click Open, then click Continue. Verify that your document was attached by clicking the drop-down.
5. Go to the Header tab and click Submit.

## Payment Information

Payments for invoices submitted through WAWF will be made by EFT, and are received in 1-2 weeks. To check the status of payments, log in to the [DFAS myInvoice system](#).

**NOTE:** myInvoice deactivates and archives accounts that have been inactive for 180 days. For assistance with myInvoice, contact DFAS Customer Service at 1-800-756-4571, Option 5 or e-mail the help desk at [CCO-MYINVOICEHELP@DFAS.MIL](mailto:CCO-MYINVOICEHELP@DFAS.MIL).

**\*Please note that MyInvoice archives accounts after 180 days of inactivity and a new account will need to be created in order to use myInvoice.**

To contact DFAS regarding payments, send an email to [DFAS-PE-VPIS@DFAS.MIL](mailto:DFAS-PE-VPIS@DFAS.MIL) or call DFAS Customer Service at 1-800-328-9371.

### Refunds

Please make checks payable to the U.S. Treasury and mail to the below address:

COMMANDING OFFICER  
NETPDTC N8115 – SCHOOL REFUND  
6490 SAUFLEY FIELD ROAD  
PENSACOLA FL 32509-5241

## Submitting Student Grades

Student grades can be submitted to the Tuition Assistance Office at the time of invoicing or at a later date. The following methods for submitting grades are available.

### Grade submission at time of invoicing

1. Before attaching the TA Attachment to your invoice in WAWF, fill out the Student Grade column.
2. If your Excel attachment does not include this column, it can be added at the end after the Invoice Date column.

### By SFTP

1. If you are currently using SFTP please continue to use this method to submit your grades.
2. We recommend using SFTP to submit grades, please contact Charles Giorlando at [charles.giorlando@navy.mil](mailto:charles.giorlando@navy.mil) and with a copy [arolyn.petersen@navy.mil](mailto:arolyn.petersen@navy.mil) to set up this system.

### By Email (Please encrypt the file)

1. Open the TA Attachment that was submitted with your invoice.
2. In the Student Grade column enter grade information.
3. Email the encrypted Excel file to the Tuition Assistance grade email box at [sfly\\_netpdtc.accounting@navy.mil](mailto:sfly_netpdtc.accounting@navy.mil).

Valid grades if using the TA Attachment Template to submit grades:

- Passing Grades include **A**, **B**, **C**, **D**, **S** (Successful), or **P** (Passing)
- Failing Grades include **F**, **I** (Incomplete), **N** (Not Passing or Repeat), **W** (Withdrawal), or **X** (Insufficient)