

UP TO THE
MINUTE



INFORMATION

NETPDTC Accounting Tuition Assistance Newsletter

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Advantages of WAWF versus Manual Invoices:

- Elimination of Paper-Based Support Functions
 - Global Accessibility
 - Eliminates Lost or Misplaced Documents
 - Accuracy of Documents
 - Secure & Auditable Transactions
 - Enables DoD to Take Maximum Benefit of Discounts
 - Enables Timely & Accurate Payments usually within 24-48 hours after the invoice is processed
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How to, for Creating a WAWF Account:

1. Call the Ogden Help Desk at 1-866-618-5988 (select the option that includes WAWF) 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.)
 3. Then, have your electronic business point of contact (EBPOC) send an email to cscassig@csd.disa.mil or call the Ogden Help Desk at 1-866-618-5988 to authorize your account. Please make sure your name and your school's Cage code are mentioned. Don't know your EB POC? Do a search of your CAGE code at <http://www.ccr.gov>.
 4. Once your account has been authorized, the Ogden Help Desk will activate your account and send you a temporary password. Then log on to the WAWF web site to create your permanent password.
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Weekly Web Conference Training Sessions:

A web conference training session is available every Monday from 2-3pm EST. Session details are below. Each session is limited to 10 participants. If you are unable to enter the session, the max capacity may have been reached. You are welcome to attend the next session or contact Misun Chang 1-703-591-5100 ext. 203 or misun.chang@universal-inc.net with any questions.

1. Go to: <https://www.gotomeeting.com/join/791329652>
 2. Download and Run software
 3. Dial the conference call number: (605) 990-0010 access code 791-329-652
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Resetting your existing WAWF Password:

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

1. On the Logon page of WAWF, 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, and then create a permanent password.
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Invoice Returns and Rejects

Manual Invoice returns:

- ✓ Wrong amounts on invoice
- ✓ No invoice number or invalid number (can't use student SSN as invoice number)
- ✓ Duplicate invoice number
- ✓ School Address not on invoice
- ✓ No invoice date
- ✓ Invoice already paid (received duplicate invoice)
- ✓ Schools already coded to submit invoices through WAWF will have paper invoices returned.
- ✓ Insufficient student information (student name, SSN (at least last 4), course(s) billed, etc.

WAWF rejects:

- ✓ Header page and spreadsheet amount don't match, (header page, line item amounts, and spreadsheet must all have the same dollar amount total).
 - ✓ Two (or more) branches of service (i.e. Navy, Coast Guard, Marines). Only one branch per invoice.
 - ✓ TA for different year than billing, we go by fiscal year not calendar years. Oct 1, 2006 – Sept 30, 2007 are 2007 bills
 - ✓ No TA authorized for course billed
 - ✓ Spreadsheet with student details not attached.
 - ✓ Student authorized for different amount of money on TA form
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Handling WAWF Rejects

If a WAWF invoice is rejected requiring changes, (of any kind, money, course title, student info, etc.) do not change the invoice number when resubmitting. You need to open the invoice and make the necessary changes then resubmit with the same invoice number. If you are having problems with this process you can contact Misun Chang at (703) 591-5100 ext 203 or misun.chang@universal-inc.net

If the WAWF invoice has to be cancelled, then you can submit a new invoice with a different number.

Manual and WAWF Payment Status

Your payment status may be checked one of the following ways:

- ✓ Register on line at <https://myinvoice.csd.disa.mil/> to check payment status (WAWF and Manual)
 - ✓ Send email to DFAS-PE-VPIS@DFAS.MIL
 - ✓ Or call customer Service at 1-800-328-9371
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Submitting Student Grades for WAWF invoices

Grade submission at time of invoicing

1. Before attaching the TA spreadsheet that you 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 Email

1. Open the TA Attachment that was submitted with your invoice
2. In the Student Grade column enter grade information
3. Email the Excel file to the Tuition Assistance grade email box at sfly_netpdtc.accounting@navy.mil

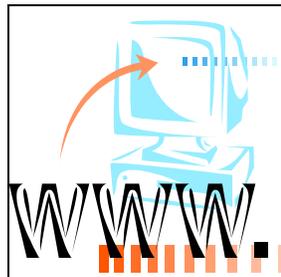
By SFTP

1. If you are currently using SFTP please continue to use this method to submit your grades.
 2. If you have concerns about sending grades via email and would prefer to submit grades using SFTP, please contact Charles Giorlando at charles.giorlando@navy.mil
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School Refunds

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



Visit the new TA WAWF page for the latest instructional materials, web conference training details, announcements, and more.

<https://www.navycollege.navy.mil/tuition/tawawf.html>