

## How to Void a Document

You can void documents when they are in a Rejected, Submitted, or Resubmitted status.

1. Log into WAWF and click on the Vendor menu.
2. Click on the “History Folder” link. You can input the contract number or leave blank. Click the “Submit” button.

**Note** that the Create/Update Date fields default to the last 30 days. You need to change the date range if your invoice was created or updated more than 30 days ago.

3. Next to the status columns, click on the blue hyperlink “V” under the “Void” column.

(Since 2-in-1 invoice is one document, it does not matter which Void link you select. For Combo documents, you can void Receiving Reports or Invoices.)

4. The document will open to verify you want to Void. Click on the “Void” button to confirm.

## Training & Information

### WAWF Production Site

<https://wawf.eb.mil>

### WAWF Practice Site

<https://wawftraining.eb.mil>

### MyInvoice Site

<https://myinvoice.csd.disa.mil/>

### DTRA WAWF Team:

[wawfhelp@dtra.mil](mailto:wawfhelp@dtra.mil)

### Ogden Help Desk

1-866-618-5988

[cscassig@csd.disa.mil](mailto:cscassig@csd.disa.mil)

### DFAS Columbus

1-800-756-4571 (Option 1)

### DFAS Indianapolis

1-800-332-7366 (Option 2)



## W A W F Quick Reference

### Recalling or Resubmitting an Invoice



Defense Threat Reduction Agency

# Recalling or Resubmitting an Invoice

## How to Recall a Document

### 2-in-1 Invoice

If your 2-in-1 Invoice is in **Submitted** or **Resubmitted** status, you can recall it back to make a correction.

1. Log into WAWF and click on the Vendor menu.
2. Click on the “History Folder” link. You can input the contract number or leave blank. Click the “Submit” button.

**Note** that the Create/Update Date fields default to the last 30 days. You need to change the date range if your invoice was created or updated more than 30 days ago.

3. Next to the status columns, click on the blue hyperlink “R” under the “Recall” column. (Since 2-in-1 invoice is one document, it does not matter which Recall link you select.)
4. The header tab of the invoice you have selected will display in an editable mode.
5. Make the necessary changes and click on the “Submit” button.

### Combo

1. The invoice portion of the Combo cannot be recalled from WAWF. Since the invoice portion is sent directly to DFAS, you must contact DFAS and ask them to reject it.

The receiving report portion of the Combo is recallable if status is **Submitted** or **Resubmitted**. Follow the instructions above and click on the link under the first Recall column.

## Cost Vouchers

1. Direct cost vouchers cannot be recalled from WAWF since it has been sent directly to DFAS. You must contact DFAS and ask them to reject it.
2. Indirect (Interim) cost vouchers and final cost vouchers can be recalled if it is in **Submitted** or **Resubmitted** status. Follow the instructions on the left and click on the link under the second Recall column.

## How to Resubmit a Rejected Document

After a document rejection, you should resubmit instead of creating another document whenever possible.

The following fields cannot be corrected (a new document must be created): contract number, shipment number or date, invoice number or date.

If this is the case, we recommend voiding the old one to prevent confusion. (Refer to back panel)

If you need to correct the line item information or attach supporting documentation, follow the steps below to resubmit your existing invoice.

1. If you need to resubmit a rejected receiving report, click on the Vendor menu > Rejected Receiving Reports Folder.
2. If you need to resubmit a rejected invoice or cost voucher, click on the Rejected Invoices Folder.
3. Search for the document you wish to resubmit.

4. If you need to change any DoDAACs, click on the “Yes” link under “Change DoDAAC” column. After correcting the DoDAACs as needed, click Next.
  5. If you do not need to change DoDAACs, but only need to correct other data (such as the line item information), click on the link under “Resubmit?” column.
  6. You will be brought to the Header tab in an editable mode.
  7. To attach supporting documentation, click the Attachments tab.
  8. Click on the “Browse” button on the Attachments page. Select the file you wish to attach.
- Note:** The file name cannot contain spaces or special characters other than underscores ( \_ ).
9. Click “Upload.” The attached file name will appear below. Multiple attachments may be associated with a document, with the file size of EACH attachment not exceeding 2MB.
  10. Make the necessary changes and click on “Submit” button.

**IMPORTANT:** **Always** notify your PM and/or COR when submitting and resubmitting your invoice. To send a notification, click on the **blue** hyperlink entitled “**Send Additional Email Notifications**” after submitting your document. Then, add the COR/PM’s email address or select from the “address book” if created from a previous submission.