

## **Section 4. Invoices: Types and General Info**

**Q. I submitted my first invoice but not sure if it was submitted correctly can someone at DFAS review?**

A. DFAS will not review the invoice information until it is received at DFAS. The person responsible for acceptance of the document should review before it gets to DFAS. Contact your appropriate service's help desk listed on the Government Customer Service link in WAWF if you would like them to review the invoice/receiving report.

**Q. Will I get an email notification when the vendor submits an invoice only?**

A. The Vendor and Pay Official are the only ones who will get an email notification. The government inspector/acceptor is not notified unless added to the vendor distribution list in WAWF.

**Q. What is the difference between a 2-n-1 and a Combo?**

A. The Invoice 2-N-1 and COMBO both represent an Invoice and an associated acceptance/approval (i.e. receiving report). The Invoice 2-N-1 is one document that serves the 2 functions and is intended to be used to invoice (bill) for services performed. It is the electronic equivalent of a paper invoice that a Vendor mails to a Designated Billing Office (DBO) (typically at the contracting organization or the service performance location) for Acceptance/Approval then is forwarded by the DBO to the Payment Office (typically DFAS). It should be used for services only for MOCAS contract....where a separate Receiving Report is not required per the contract.

The COMBO is an input method that creates 2 separate documents which follow separate workflows. It should be used for supplies (products/deliverables) when submitting to MOCAS for payment and whenever the Vendor needs to provide UID and/or FRID shipping/receipt tracking information. A WAWF Receiving Report is currently the only method for a Vendor to provide RFID data. For all other pay offices and purposes, the 2-n-1 and COMBO are interchangeable.

**Q. How do I view an invoice only?**

A. There are View Only roles that users can get access to in WAWF. Also, if you open the invoice from your History Folder, it will open as view only.

**Q. Which document should I use when I am invoicing?**

A. The Invoicing terms should be in your contract. If not, contact your Contracting Officer or Contract Administrator.

**Q. Can you use any invoice as a Template regardless of the invoice status?**

A. You can use a Template regardless of status, but templates can only be created from the same contract number and from the same document type.