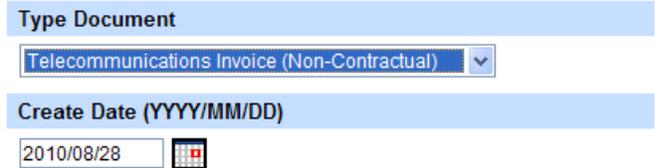# Accepting a Non-Contractual Telecom Invoice

Overview   The Telecommunication (Telecom) Invoice was created to develop a standard means for allowing submission of telephony invoices, by the broadest base population, through WAWF. Telecom invoices may include data such as phone numbers, taxes, text messages, internet usage charges, etc. Telecom Invoices can be contractual or non-contractual.
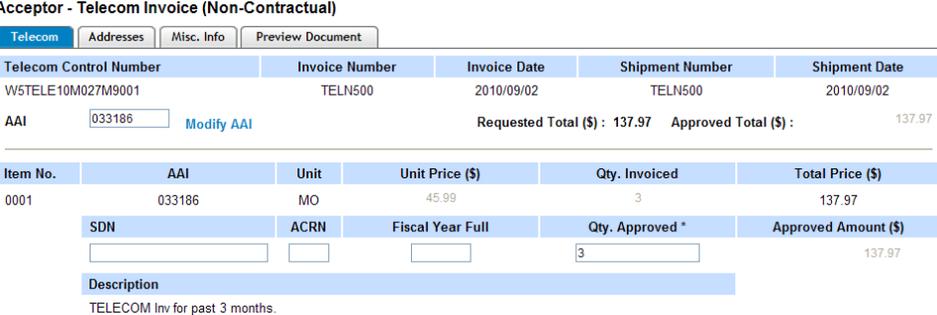
Procedure   Follow the steps below to accept a Non-Contractual Telecom Invoice.

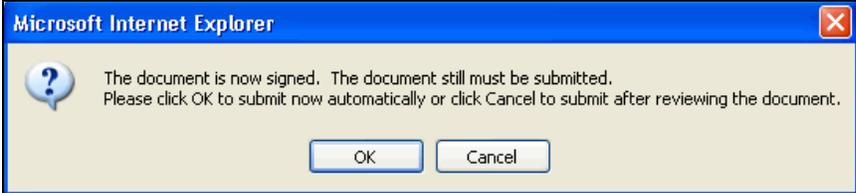| Step	Action
1	After Logon, click on the Government link at the top of the screen. **Wide Area Workflow 5.0.0** User Administration Console Government Property Transfer Documentation Lookup Logout
2	Click the **Acceptance Folder** link. Acceptor Create Document Acceptance Folder History Folder by DoDAAC History Folder by User Hold Folder Recall - Action Required Folder Rejected Transactions Folder
3	Select a <u>D</u>oDAAC from the **DoDAAC** drop down menu. **Important!** The DoDAAC is a required field. Select appropriate DoDAAC from the drop down menu. DoDAAC * [Select Location Code ▾] Contract Number [ ]
4	Select the Telecommunications Invoice (Non-Contractual) from the Type Document drop-down menu. Type Document [Telecommunications Invoice (Non-Contractual) ▾] Create Date (YYYY/MM/DD) [2010/08/28] 🔲 All other fields in the Search screen are optional. Users can enter in as much or as little information as needed to narrow their search.

Accepting a Non-Contractual Telecom Invoice

Procedure
(continued)
The steps below are continued from the previous page.

Step	Action
5	Click the **Submit** button. Submit Help
6	Click on the desired **Shipment** or **Invoice Number** to open the document. Both links will direct the user to the same Telecom Invoice. **Acceptance Folder for 'HQ0015' (1 items, sorted by Contract Number)** 	Item	Type	Vendor (Payee)	Contract Number↑	Delivery Order	Shipment Number	Submitted	Shipped
---	---	---	---	---	---	---	---
1	Telecom (Non-Contractual)	027M9	W5TELE10M027M9001		TELN500	2010-09-02	2010-09-02	 <u>Note</u>: See "Description of Columns Heading" section for more information on the Columns.
7	Enter the **Qty Approved** for each line item. **Acceptor - Telecom Invoice (Non-Contractual)** Telecom | Addresses | Misc. Info | Preview Document 	Telecom Control Number	Invoice Number	Invoice Date	Shipment Number	Shipment Date
---	---	---	---	---
W5TELE10M027M9001	TELN500	2010/09/02	TELN500	2010/09/02 | AAI 033186 Modify AAI Requested Total ($) : 137.97 Approved Total ($) : 137.97 | Item No.	AAI	Unit	Unit Price ($)	Qty. Invoiced	Total Price ($)
---	---	---	---	---	---
0001	033186	MO	45.99	3	137.97 | |	SDN	ACRN	Fiscal Year Full	Qty. Approved *	Approved Amount ($)
---	---	---	---	---	---
				3	137.97	 Description TELECOM Inv for past 3 months.
8	Review the <u>**Addresses**</u> and/or. **Misc Info** tab as needed. **Acceptor - Telecom Invoice (Non-Contractual)** Telecom | Addresses | Misc. Info | Preview Document
9	Select the appropriate checkbox, and enter the Acceptance Date. Comments must be placed on the Misc. Info tab when Approve for Lesser Amount or the Reject to Initiator box are checked. **ACTION BY: HQ0015 *** **Approved Amount :** $ 137.97 ☑ Approve ☐ Approve Lesser Amount **Acceptance Date** ☐ Reject to Initiator 2010/09/27

Continued on next page

Accepting a Non-Contractual Telecom Invoice

Procedure (continued)   The steps below are continued from the previous page.

Step	Action
10	Enter the **Signature Date**, and then click the **Signature** button. I certify that the services have been received and were accepted. Signature Date 2010/09/27 Signature Signature Of Authorized Government Representative
11	Enter the **Password**, and then click the **Next** button. WAWF Password Confirmation User ID: DFASgovt Password *: ••••••••• Next Previous Help
12	Review message and click the OK button. Microsoft Internet Explorer The document is now signed. The document still must be submitted. Please click OK to submit now automatically or click Cancel to submit after reviewing the document. OK Cancel
13	View the verification screen. **Success** The Telecom Invoice (Non-Contractual) was successfully accepted. Contract Number: W5TELE10M027M9001 Delivery Order: Shipment Number: TELN500 Invoice Number: TELN500 Email sent to Vendor: hq-wawf@dfas.mil Email sent to Vendor: katrin.dilli@universal-inc.net Email sent to Vendor: mech_navsisa_wawf_test@navy.mil Email sent to Vendor: wawfvend@dcma.mil Email sent to Local Processing Office: hq-wawf@dfas.mil Send Additional Email Notifications Mon Sep 27 07:32:36 MST 2010