

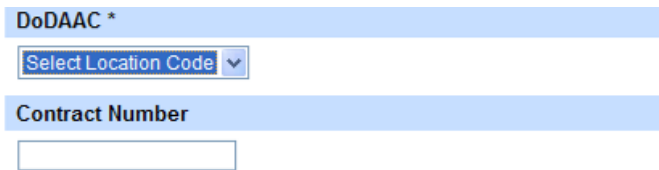
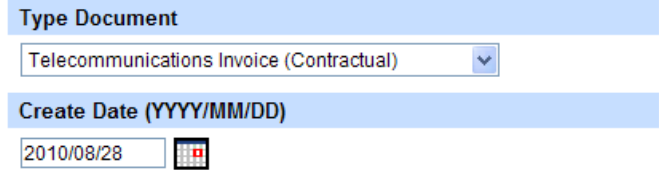


# Accepting a Contractual Telecom Invoice

**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 Contractual Telecom Invoice.

Step	Action
1	<p>After Logon, click on the Government link at the top of the screen.</p> 
2	<p>Click the <b>Acceptance Folder</b> link.</p> 
3	<p>Select a <u>Do</u>DAAC from the <b>DoDAAC</b> drop down menu.</p> <p><b>Important!</b> The DoDAAC is a required field. Select appropriate DoDAAC from the drop down menu.</p> 
4	<p>Select the Telecommunications Invoice (Contractual) from the Type Document drop-down menu.</p>  <p>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.</p>

*Continued on next page*

# Accepting a Contractual Telecom Invoice



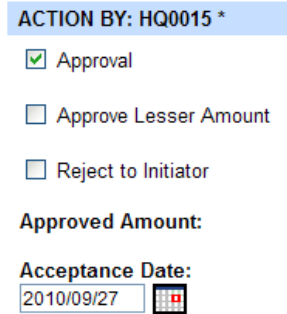


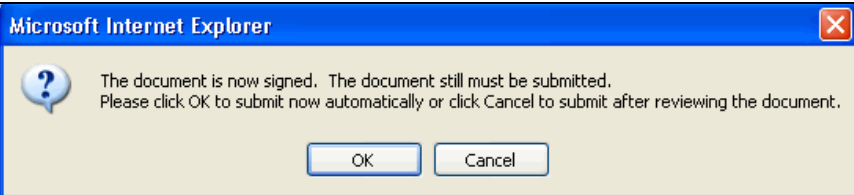
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5	<p>Click the <b>Submit</b> button.</p> 																																																												
6	<p>Click on the desired <b>Shipment</b> or <b>Invoice Number</b> to open the document. Both links will direct the user to the same Telecom Invoice.</p> <p>Acceptance Folder for 'HQ0015' (1 items, sorted by Contract Number)</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Type</th> <th>Vendor (Payee)</th> <th>Contract Number</th> <th>Delivery Order</th> <th>Shipment Number</th> <th>Submitted</th> <th>Shipped</th> <th>Accepted</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Telecom (Contractual)</td> <td>027M9</td> <td><a href="#">DAAB0797DB608</a></td> <td></td> <td><a href="#">TELC500</a></td> <td>2010-09-02</td> <td></td> <td></td> <td>Inspected</td> </tr> </tbody> </table> <p><u>Note:</u> See “Description of Columns Heading” section for more information on the Columns.</p>	Item	Type	Vendor (Payee)	Contract Number	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	1	Telecom (Contractual)	027M9	<a href="#">DAAB0797DB608</a>		<a href="#">TELC500</a>	2010-09-02			Inspected																																								
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Procedure The steps below are continued from the previous page.  
(continued)

Step	Action
10	Review the <b>Addresses</b> and/or. <b>Misc Info</b> tab as needed. 
11	Click the <b>Header</b> tab and scroll to the bottom of the screen. 
12	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. 
13	Enter the <b>Signature Date</b> , and then click the <b>Signature</b> button. 
14	Enter the <b>Password</b> , and then click the <b>Next</b> button. 
15	Review message and click the OK button. 

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

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16	<p data-bbox="402 373 771 405">View the verification screen.</p> <p data-bbox="402 451 513 478"><b>Success</b></p> <div data-bbox="402 499 1192 548" style="border: 1px solid black; background-color: #e1f5fe; padding: 5px;"><p data-bbox="418 514 1062 541">The Telecom Invoice (Contractual) was successfully accepted.</p></div> <table border="1" data-bbox="402 600 1187 674"><thead><tr><th data-bbox="407 604 602 632">Contract Number</th><th data-bbox="613 604 781 632">Delivery Order</th><th data-bbox="792 604 992 632">Shipment Number</th><th data-bbox="1003 604 1182 632">Invoice Number</th></tr></thead><tbody><tr><td data-bbox="407 642 591 669">DAAB0797DB608</td><td data-bbox="613 642 781 669"></td><td data-bbox="792 642 938 669">TELC500</td><td data-bbox="1003 642 1138 669">TELC500</td></tr></tbody></table> <p data-bbox="418 737 943 894">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</p> <p data-bbox="418 926 743 953"><a href="#">Send Additional Email Notifications</a></p> <p data-bbox="418 984 711 1012">Mon Sep 27 07:02:50 MST 2010</p>	Contract Number	Delivery Order	Shipment Number	Invoice Number	DAAB0797DB608		TELC500	TELC500
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