## 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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>After Logon, click on the Government link at the top of the screen.</td>
</tr>
<tr>
<td>2</td>
<td>Click the <strong>Acceptance Folder</strong> link.</td>
</tr>
<tr>
<td>3</td>
<td>Select a DoDAAC from the <strong>DoDAAC</strong> drop down menu. <strong>Important!</strong> The DoDAAC is a required field. Select appropriate DoDAAC from the drop down menu.</td>
</tr>
<tr>
<td>4</td>
<td>Select the Telecommunications Invoice (Non-Contractual) from the Type Document drop-down menu. 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.</td>
</tr>
</tbody>
</table>

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*Continued on next page*
Accepting a Non-Contractual Telecom Invoice

Procedure The steps below are continued from the previous page.

(continued)

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Click the <strong>Submit</strong> button.</td>
</tr>
</tbody>
</table>

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)

<table>
<thead>
<tr>
<th>Item No.</th>
<th>AAI</th>
<th>Unit</th>
<th>Unit Price ($)</th>
<th>Qty. Invoked</th>
<th>Total Price ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>033186</td>
<td>MO</td>
<td>45.91</td>
<td>3</td>
<td>137.77</td>
</tr>
</tbody>
</table>

Note: See “Description of Columns Heading” section for more information on the Columns.

7 Enter the **Qty Approved** for each line item.

8 Review the **Addresses** and/or **Misc Info** tab as needed.

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.

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**Accepting a Non-Contractual Telecom Invoice**

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

<table>
<thead>
<tr>
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</tr>
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</table>
| 10   | Enter the **Signature Date**, and then click the **Signature** button.  

**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** ********** |
| 12   | Review message and click the **OK** button. |
| 13   | View the verification screen.  

**Success**  
The **Telecom Invoice (Non-Contractual)** was successfully accepted.  

**Contract Number** WSTELE10M027M9001  
**Delivery Order** TELN500  
**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_navisla_wawf_test@navy.mil  
Email sent to Vendor: wawvend@dcma.mil  
Email sent to Local Processing Office: hq-wawf@dfas.mil  

Send Additional Email Notifications  
Mon Sep 27 07:32:36 MST 2010 |