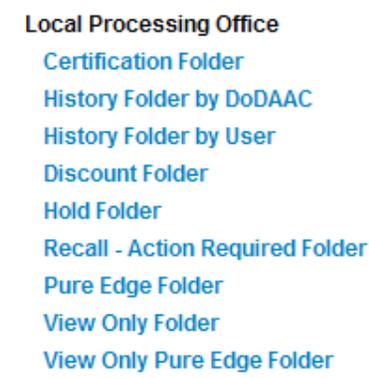


Accessing the Certification Folder

Overview The primary function of the Local Processing Official/Local Processing Office Reviewer within WAWF, is to provide a location for the certification of documents prior to the documents being forwarded to DFAS. Contracts paid by the Navy are the primary documents that flow through this process. The LPO Reviewer makes the recommendation to the LPO to either certify or reject the document (including certify with lesser amount if appropriate). The LPO digitally signs the document to indicate certification.

Within the Navy process, the primary task of an LPO/LPO Reviewer is the entry of the Long Line of Accounting on the Invoice. In addition, some data fields may be altered such as the SDN and ACRN. Navy certifiers also have the capability to enter the approved amount at the CLIN /SLIN /ACRN level. Documents not meeting certification criteria are rejected by use of a Reject check box. Comments must be entered on any document rejected by an LPO/LPO Reviewer.

Procedure Follow the steps below to access the Certification Folder.

Step	Action
1	After Logon, click on the Government link at the top of the screen. 
2	Click the Certification Folder link. 
3	Select a DoDAAC from the DoDAAC drop down menu. <p>Important! The DoDAAC is a required field. Select appropriate DoDAAC from the drop down menu.</p> 

Continued on next page

Accessing the Certification Folder

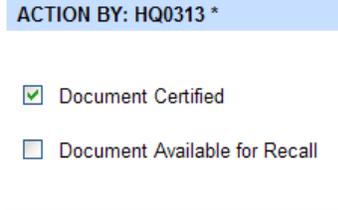
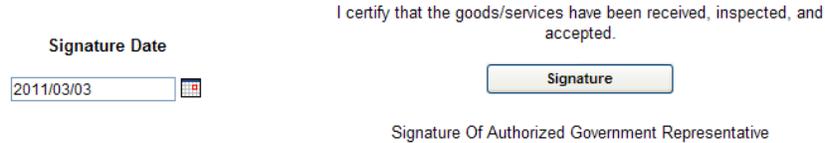
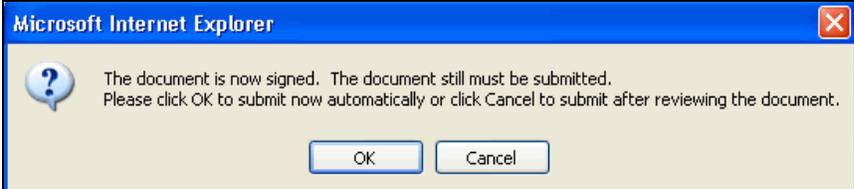
Procedure The steps below are continued from the previous page.
(continued)

Step	Action																																																																																																				
4	Select the Submit button 																																																																																																				
5	Select the Shipment or Invoice Number of the document to view. <table border="1" data-bbox="402 531 1362 793"> <thead> <tr> <th>Shipment Number</th> <th>Submitted</th> <th>Shipped</th> <th>Accepted</th> <th>Status</th> <th>Purge</th> <th>Hold</th> <th>Invoice Number</th> <th>Submitted</th> <th>Received</th> </tr> </thead> <tbody> <tr> <td>INST555</td> <td>2010-02-26</td> <td>2010-02-26</td> <td>2010-03-01</td> <td>Accepted</td> <td></td> <td>H</td> <td></td> <td></td> <td></td> </tr> <tr> <td>TPJ3010D</td> <td>2003-12-09</td> <td>2003-04-27</td> <td></td> <td>Void</td> <td></td> <td>H</td> <td></td> <td>2003-12-09</td> <td>2003-12-09</td> </tr> <tr> <td>INVOICE0515</td> <td>2006-05-15</td> <td>2006-05-15</td> <td>2006-05-15</td> <td>Pre-Certified</td> <td></td> <td>H</td> <td>INVOICE0515</td> <td>2006-05-15</td> <td>2006-05-15</td> </tr> <tr> <td>TPT40282I</td> <td>2006-12-12</td> <td>2006-12-12</td> <td>2006-12-12</td> <td>Accepted</td> <td></td> <td>H</td> <td>TPT40282I</td> <td>2006-12-12</td> <td>2006-12-12</td> </tr> <tr> <td>TPA5527M</td> <td>2008-03-03</td> <td>2008-02-11</td> <td>2010-02-09</td> <td>Accepted</td> <td></td> <td>H</td> <td>TPA5527M</td> <td>2008-03-03</td> <td>2008-03-03</td> </tr> <tr> <td>INV10212009</td> <td>2009-10-21</td> <td>2009-10-21</td> <td>2010-02-03</td> <td>Accepted</td> <td></td> <td>H</td> <td>INV10212009</td> <td>2009-10-21</td> <td>2009-10-21</td> </tr> <tr> <td>TELEMISCPAY033186</td> <td>2009-12-08</td> <td>2009-12-08</td> <td>2009-12-08</td> <td>Accepted</td> <td></td> <td>H</td> <td>TELEMISCPAY033186</td> <td>2009-12-08</td> <td>2009-12-08</td> </tr> <tr> <td>INV12162009</td> <td>2009-12-16</td> <td>2009-12-16</td> <td>2010-02-03</td> <td>Accepted</td> <td></td> <td>H</td> <td>INV12162009</td> <td>2009-12-16</td> <td>2009-12-16</td> </tr> <tr> <td>INV12162009A</td> <td>2009-12-16</td> <td>2009-12-16</td> <td>2010-02-03</td> <td>Accepted</td> <td></td> <td>H</td> <td>INV12162009A</td> <td>2009-12-16</td> <td>2009-12-16</td> </tr> </tbody> </table>	Shipment Number	Submitted	Shipped	Accepted	Status	Purge	Hold	Invoice Number	Submitted	Received	INST555	2010-02-26	2010-02-26	2010-03-01	Accepted		H				TPJ3010D	2003-12-09	2003-04-27		Void		H		2003-12-09	2003-12-09	INVOICE0515	2006-05-15	2006-05-15	2006-05-15	Pre-Certified		H	INVOICE0515	2006-05-15	2006-05-15	TPT40282I	2006-12-12	2006-12-12	2006-12-12	Accepted		H	TPT40282I	2006-12-12	2006-12-12	TPA5527M	2008-03-03	2008-02-11	2010-02-09	Accepted		H	TPA5527M	2008-03-03	2008-03-03	INV10212009	2009-10-21	2009-10-21	2010-02-03	Accepted		H	INV10212009	2009-10-21	2009-10-21	TELEMISCPAY033186	2009-12-08	2009-12-08	2009-12-08	Accepted		H	TELEMISCPAY033186	2009-12-08	2009-12-08	INV12162009	2009-12-16	2009-12-16	2010-02-03	Accepted		H	INV12162009	2009-12-16	2009-12-16	INV12162009A	2009-12-16	2009-12-16	2010-02-03	Accepted		H	INV12162009A	2009-12-16	2009-12-16
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Accessing the Certification Folder

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

Step	Action
7	<p>Review the other tabs then return to the Header tab.</p>  <p>Note: The Header tab may be titled “Voucher” or “Telecom” depending on the document type selected.</p>
8	<p>Check the box for the desired action on this document.</p> 
9	<p>Enter the Signature Date and select the Signature button.</p> 
10	<p>Enter the Password, and then click the Next button.</p> 
11	<p>Review message and click the OK button.</p> 

Continued on next page

Accessing the Certification Folder

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

Step	Action								
12	<p data-bbox="402 310 771 342">View the verification screen.</p> <div data-bbox="402 373 1273 453" style="border: 1px solid black; background-color: #e1f5fe; padding: 5px;"> <p data-bbox="418 390 889 449">The Misc. Payment was successfully processed. It has been processed via EDI.</p> </div> <table border="1" data-bbox="402 506 1273 573" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="407 506 634 537">Contract Number</th> <th data-bbox="634 506 808 537">Delivery Order</th> <th data-bbox="808 506 1040 537">Shipment Number</th> <th data-bbox="1040 506 1268 537">Invoice Number</th> </tr> </thead> <tbody> <tr> <td data-bbox="407 543 626 573">W5CLTH10L027M9001</td> <td data-bbox="634 543 808 573"></td> <td data-bbox="808 543 1027 573">W5CLTH10L027M9001</td> <td data-bbox="1040 543 1260 573">W5CLTH10L027M9001</td> </tr> </tbody> </table> <p data-bbox="418 632 919 783"> 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 Pay Official: hq-wawf@dfas.mil </p> <p data-bbox="418 810 727 835">Send Additional Email Notifications</p> <p data-bbox="418 863 688 888">Tue Oct 05 11:19:20 MST 2010</p>	Contract Number	Delivery Order	Shipment Number	Invoice Number	W5CLTH10L027M9001		W5CLTH10L027M9001	W5CLTH10L027M9001
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