

Proper invoicing procedures for SOC

Once student receive approved/signed SF 182 from SOC Training Manager:

- 1) Student provide copies of SF 182s to the school
- 2) School must register in the Wide Area Work Flow (WAWF) to submit SF 182s to DFAS for payment as follows:
 - Register as a **vendor** in WAWF at <https://wawf.eb.mil/>
 - Use Vendor Customer Support Tab or call 801-605-7095 for assistance if needed
 - Sign into WAWF (after registered)
 - Go to “Create Misc Pay” tab

Screen 1:

- Select “Non-Federal Entity: Contract Central Registry (CCR)-CAGE Code” if registered in the CCR **or** Select “Non Federal Entity: Non-CCR-Business (Employee Identification Number (EIN))” if not registered in the CCR

Screen 2:

- Enter required field information:
 - Pay Office DoDAAC is “HQ0302”
 - Universities CAGE Code or EIN as appropriate
 - Acceptor DoDAAC is “W8136G” (if requested)
 - Account Installation Number (Fiscal Station Number) is “044008”

Screen 3:

- Enter required field information:
 - LPO DoDAAC, is “W8136G”
 - Misc Pay type is “TRNG”

Screen 4:

- Complete all tabs, create the document (), then submit the transaction ()
- Voucher tab: Enter CLIN information (): quantity invoice, unit, unit price and description. Save CLIN ().
- Address Tab: Non-Federal Entity: CCR-CAGE Code: Verify address Information. Federal and Non-Federal/Non-CCR: Enter payee address information and bank account information
- Misc Info Tab: Attach SF 182 and invoice

Note for Contract Number: Capture the WAWF generated contract number prior to submitting the invoice for payment. You will need this for the next step.

This transaction is now recorded as “SUBMITTED” in WAWF