

SF 1034 New Invoicing Procedures

Note: All SF 1034s must be submitted with a copy of the book receipt and SF 182 after the course end date, but not later than 30 days. SF 1034s will not be approved if funding is not approved on the SF 182.

REGISTRATION:

1. Student must “self-register” in Wide Are Work Flow (WAWF) at <https://wawf.eb.mil>
2. Contact WAWF Customer Service Center, 877-232-9293 if assistance is needed.

SUBMIT INVOICE FOR PAYMENT:

1. Sign into WAWF (after registered)
2. Go to "Acceptor" Tab
3. Go to "Create Misc Pay" Tab.
 - **Screen 1:** Select "Federal Entity"
 - **Screen 2:** Enter required field information:
 - Pay Office DoDAAC is "HQ0302"
 - Universities CAGE Code or Employee Identification Number (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 "TRNE"
 - **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 ().
 - Addresses 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 SF182, and book receipt

Note: Capture the WAWF generated contract number prior to submitting the invoice for payment. (At this point the transaction is recorded as "SUBMITTED" in WAWF).

ADDITIONAL INFORMATION:

Upon receipt by the United States Army Acquisition Support Center (USAASC) WAWF Certifier, the student will receive an email regarding payment within 30-45 days from the USAASC-Local Processing Official (LPO). The USAASC-LPO will further process the SF 1034 and forward it to Defense Finance and Accounting Services for direct deposit reimbursement. In addition, students can check the status of their SF 1034 transaction by selecting the “My Invoice” tab in WAWF.