EDI Guide - Appendix B
810C - Miscellaneous Payments

Prepared For:
Defense Logistics Agency

Effective as of version 6.11.0.
This guide remains valid until modified.

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History Page

Version	Date	Change Description
5.4.0-1	08/27/12	CAMCG166 Removed all History prior to 5.4
5.4.0-2	10/11/12	ECP_0725 - FTP/EDI Guide Changes
		REF Pos.50: Added "ACC" to REF01 and "Draft" to REF02 for Draft Indicator; Added Sample and "ACC" to code list
5.4.0-3	12/6/12	WIT Issue 2501 v5.4 SIT
		REF Pos.50: Added additional "Draft" information to notes section
5.4.1-1	02/19/13	CAMCG196 Updated to Version 5.4.1, July 2013
5.5.0-1	06/06/13	CAMCG211 Updated to Version 5.5.0, January 2014
5.6.0-1	01/07/14	WAWF-215 Updated to Version 5.6.0, August 2014
5.6.0-2	02/25/14	WAWF-303 ECP 0741 FTP/EDI Guide Updates
		Added DTM Segment Pos.140 for Received Date and added sample
		REF Pos. 050:
		Added "X7" notes for Batch Sequence Number to REF01 and REF02 and added sample
		Added "E9" notes for External Attachment to REF01 and REF02 and added sample
		FA2 Pos.360: Added valid codes and sample for LLA Data
		IT1 Pos.010: Added Sub-Line information to IT101 and added sample
		PID Pos. 060: Added Note at the top for Sub-Line Description.
5.6.0-3	04/06/14	WAWF-323 ECP0761 - FTP/EDI Guide Updates
		IT1 Pos. 010, IT01: Added "The letters "I" and "O" may not be used within the Line Item Number."
5.6.0-4	05/13/14	WAWF-953 CLONE - ECP_0741 Unable to submit Misc Pay with full LLA data-GUIDE
		FA2 Pos.360: Added additional codes E2, E3 , F3, F4, G1, G2 and H1 for LLA Data
5.6.0-5	05/20/14	WAWF-1007 Updated Delivery Order Nos. to 0015 on header
5.6.0-6	05/28/14	WAWF-953 CLONE - ECP_0741 Unable to submit Misc Pay with full LLA data-GUIDE
		FA2 Pos.360: Added F1 for Object Class
5.6.0-7	07/08/14	WAWF-1283 Updated to Version 5.6.0, October 2014
5.6.0-8	08/22/14	WAWF-1480
		N1 Pos.070: Added Samples for SSN if CEFT lookup has been disabled and for SSN if CEFT lookup is enabled
5.7.0-1	10/22/14	WAWF-1760 Updated to Version 5.7.0, April 2015

5.7.0-2	11/11/14	WAWF-1556 ECP0731 - FTP/EDI Guide Updates
		N1 pos. 070-
		Added "FE" to N101 Codes.
		Added segments N105 and N106.
		Added sample.
		PER pos. 120-
		Added "CN" to PER01- Contact Function Code.
		PER02: Added conditional notes
		PER03: Added "EM- Electronic Mail."
		PER04: Added "Enter email address."
		PER05: Added "EM- Electronic Mail."
		Added segments PER07 and PER08.
		Added sample.
5.8.0-1	06/23/15	WAWF-2407 Updated to Version 5.8.0, November 2015
5.9.0-1	12/17/15	WAWF-2762 Updated version to 5.9.0, updated deployment date to June 2016
5.9.1-1	08/15/16	WAWF-3303
		Updated contract number to SP4701-16-D-2001. Updated version to 5.9.1 and deployment date to October 2016.
5.11.0-1	07/12/17	IRAPT-2209
		DTM pos. 140-
		DTM01- Date/Time Qualifier: Added code 050.
		DTM01: Added "Must be no later than 1 day after the current system date".
		DTM02: Changed "The received date" to "Must be no later than 1 day after the current system date. This field will be auto-populated with the current date if no value is entered. This field will be ignored on non-government-created Misc. Pays." Changed iRAPT req. from C to O.
5.12.1-1	07/09/18	WAWF-5755
		Updated all instances of iRAPT to WAWF. Updated all instances of Issue Date to Effective Date.
6.10.0-1	09/01/21	ET-19775
		Updated version.
		Title page: Added "This guide remains valid until modified."
6.11.0	01/17/22	Agile-8842
		1.5 N1 Segment – Name, Pos. 070 – Header
		N104 (WAWF Notes) – Removed DUNS+DUNS+4
		Footnotes (Notes, N103 – Id Code Qualifier) – Removed DUNS+DUNS+4

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TABLE OF CONTENTS

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1   General Instructions

The following pages represent the WAWF Data Element/Segment Cross Reference for reporting 810C EDI data into WAWF, including UID information. The tables that follow present the usage of the Segments and Data Elements arrayed in Transaction Set Order. Only the Segments that WAWF accepts are outlined below. The information represents 810 Miscellaneous Pay – Misc. Pay Invoices, X12 transactions into Wide Area Workflow (WAWF). This EDI Guide was created using the latest draft of the Implementation Conventions.

NOTE: If using a word processor program (i.e. Microsoft Word, WordPerfect, Microsoft WordPad, Microsoft Write, etc.) to create EDI files, then the text must first be cut/copied out of the word processor program and pasted into Microsoft Notepad, or another ASCII text editor and saved in the text editor, before sending the data to WAWF. This converts the text to text-only format and removes control characters that contain formatting information.

Sending Attachments to WAWF:

To send attachments to WAWF that are related to an EDI transaction via SFTP, Vendors must use the attachment code "E9" (See REF Segment at Pos. 050) to associate the attachment with the transaction.

WAWF provides Vendors the capability to manually FTP over attachments electronically. These attachments can then be referenced and attached to inbound EDI transactions. Please contact the Help Desk for assistance in setting up a directory on the FTP server to submit attachments using this method. Once set up with a directory, Vendors will need to FTP over their file as a separate action from submitting the EDI file. The attachment needs to be present on the server at the time the inbound EDI file is processed by WAWF.

To send attachments to WAWF via EDI, Vendors may also use the 841 EDI Transaction Set. Vendors may not use the 841 EDI Transaction Set for anything other than sending attachments.

Please refer to the EDI_WAWF_Guide.doc for detailed EDI enveloping instructions for attachment data as only one document (i.e. one Transaction Set) can be transmitted with one 841 in an ISA/IEA when attachment data is submitted to WAWF.

WARNING: Wide Area Workflow (WAWF) is designated for Sensitive Unclassified information ONLY. Do NOT upload classified attachments into WAWF.

PIEE Website:

https://piee.eb.mil

Website for detailed UID information:

http://www.acq.osd.mil/dpap/pdi/uid/index.html

Website for detailed RFID information:

http://www.acq.osd.mil/log/rfid/index.htm

Each Segment table includes the following:

1. Data Segment   X12 Segment

2. Description   X12 Name

3. Element   X12 Data Element Reference Number

4. Format & Min/Max   Specific to WAWF, not ANSI X12

5. Requirements   Depicts whether the Segment is:

         M – Mandatory – Usage is required.

         O – Optional – Can be used or not used.

         C – Conditional – Contingent upon other criteria being met. (Field is not mandatory or optional, e.g. Extension Fields to Department of Defense Activity Address Codes (DoDAAC); use if a DoDAAC is present.) See Notes Column for specific instructions.

         N/A – Not Allowed

6. WAWF Notes   Contains notations of the Field's usage or restrictions

Fields included within WAWF display the "Type" Field depicting the value used.

- **Nv**   Numeric Fields where v = number of decimal positions, decimal implied (i.e. 300 will be read as 3.00)

- **R**   Decimal number. If value includes decimal, then WAWF requires decimal point and value be sent: WAWF will NOT imply or assume decimal points. Examples:

  o 300 will be read into WAWF as "300"

  o 3.00 will be read into WAWF as "3"

  o 3.5 will be read into WAWF as "3.5"

- **ID**   Identifier

- **AN**   Alphanumeric String

- **DT**   All Date Fields use format CCYYMMDD

- **TM**   All Time Fields use the format HHMMSS

Notes:

- Above and below each Segment there are notes pertaining to WAWF. The values that WAWF accepts are also noted. WAWF ignores all codes not identified in this guide.

- Misc. Pay Invoices apply to the following: CAPS-W, IAPS-E, and One Pay.

- This document pertains only for Misc. Pay Invoices when BIG07 = 26, GA or ZZ. For all other invoice related documents, refer to the 810C_WAWF_4010_EDI_Detail.doc.

- The word "must" in a Segment Note implies that the Segment is mandatory. The word "may" in a Segment Note implies that this Segment is Conditional based on the terms of the contract or the needs of the contractor.

1.1   ST Segment – Transaction Set Header, Pos. 010 - Header

NOTE: There must be only one instance of ST per transaction.

Segment	*Description*	*Element*	*WAWF Min/Max*	*WAWF Req.*	*WAWF Notes*	*Type*
ST01	Transaction Header	143	3/3	M	810	ID
ST02	Transaction Set Control Number	329	4/9	M	Identifying Control Number by Originator	AN

Sample:

ST^810^0023

1.2 BIG Segment – Beginning Segment for Invoice, Pos. 020 - Header

NOTE: There must be only one instance of BIG per transaction.

Segment	*Description*	*Element*	*WAWF Min/Max*	*WAWF Req.*	*WAWF Notes*	*Type*
BIG01	Date	373	8/8	M	CCYYMMDD Date of Invoice	DT
BIG02	Invoice Number	76	1/22	M	Invoice Number	AN
BIG03	Date	373	8/8	O	CCYYMMDD – PO Date – Contract Effective Date If entered, WAWF will ignore and default to the current date.	DT
BIG04	Purchase Order Number	324	1/19	M	PO Number Contract No. If a Contract Number is entered by the vendor in BIG04, it will be displayed in the Delivery Order Number Field on the Web. WAWF will generate a Pseudo PIIN which will be displayed on the Contract Number Field on the Web.	AN
BIG05	Release Number	328	N/A	N/A	Not used.	N/A
BIG06	Change Order Sequence Number	327	N/A	N/A	Not used.	N/A
BIG07	Transaction Type Code	640	2/2	M	See below.	ID
BIG08	Transaction Set Purpose Code	353	2/2	M	See below. If BIG08 = "01" for Void or "05"	ID

					for Void and Replace, please add the Pseudo generated PIIN in BIG04.	
BIG09	Action Code	306	1/1	O	WAWF will ignore.	ID

Sample:

BIG^20080929^KLS0001^^MISCPAY^^^26^00 (Original)

BIG^20080929^KLS0001^^MISCPAY^^^26^01 (Void)

BIG^20080929^KLS0001^^MISCPAY^^^26^05 (Void & Replace)

Notes:

- WAWF will reject transactions with codes other than those listed below.

- BIG09 – Final Invoice Indicator is always defaulted to "N" for Misc. Pay.

- When submitting Void and Void & Replace transactions (1/BIG/020, BIG08 = "01" or "05"), Pseudo PIIN is Mandatory. Otherwise, it is not used.

BIG07 - *Transaction Type Codes*

26   Vendor Created Misc. Pay - Services Invoice
GA   Govt. created Misc. Pay on behalf of a Federal Entity
ZZ   Govt. created Misc. Pay on behalf of a Non Federal Entity

BIG08 - *Transaction Purpose Codes*
00   Original
01   Void
05   Void & Replace

1.3   NTE Segment – Note/Special Instruction, Pos. 030 – Header

NOTES: There may be multiple instances of the NTE Segment when NTE01="ADD".

Use the NTE instead of the REF segment at Pos. 050 – Header.

Segment	*Description*	*Element*	*WAWF Min/Max*	*WAWF Req.*	*WAWF Notes*	*Type*
NTE01	Note Reference Code	363	3/3	M	Enter "ADD" to submit Document Level Comments	ID
NTE02	Description	352	1/80	C	If NTE01 = "ADD", enter Document Level Comments	AN

Sample:

NTE^ADD^These are the initiators document level comments.

<u>NTE01</u> - *Reference Codes*

ADD – Document Level Comments

Notes:

- The delimiter character "^" is not allowed in comments.

- The comments will be concatenated into a single comment which may not exceed 2000 characters.

1.4   REF Segment – Reference Identification, Pos. 050 - Header

NOTE: There may be up to twelve instances of REF per transaction.

Segment	*Description*	*Element*	*WAWF Min/Max*	*WAWF Req.*	*WAWF Notes*	*Type*
REF01	Reference Identification Qualifier:	128	2/3	M	See list below. Enter "E9" Code for Attachments. If REF01 = "E9", enter the word "Attachment" in REF02 and the attachment name in REF03. Enter "ACC" for Status to capture Draft Indicator. See additional notes below.	ID
			2/2	M	Enter "X7" for Batch Sequence Number.	
			2/2	M	If REF01 = "E9" for External Attachment, enter "External" in REF02.	
REF02	Reference Identification	127	1/30	M	See the list of Misc. Pay Type codes on the Web.	AN
			1/30		If REF01 = "E9", enter the word "Attachment" in REF02 and the attachment name in REF03.	
			5/5	C	If REF01 = "ACC" enter "Draft"	
			9/9	C	Batch Number must be in the format 7N2A.	
			1/30	C	The word 'External' may be given. If this segment is given, then attachments will not be mandatory for the batch Misc. Pay.	
REF03	Description	352	1/80	C	If REF01 = "E9", enter the word "Attachment" in REF02 and the attachment name in REF03. Attachment name, including the	AN

					extension, must not exceed the maximum field length of 80 characters.	

Samples:

REF^11^APPR

REF^ACC^SOR

REF^01^107002111

REF^PY^1529404

REF^SG^93874983

REF^E9^Attachment^ExtraMaterial.doc (Attachment sample)

REF^ACC^Draft (Draft Indicator)

REF^X7^1234567AA (Batch Sequence Number)

REF^E9^External (Attachment Indicator)

Notes:

- WAWF will reject transactions with codes other than the ones noted below.

- The attachment referenced by the "E9" code in the table above represents functionality whereby an attachment can be submitted independently and associated to a submitted EDI transaction. Vendors have the ability to have the SAM set up an attachment directory that will allow the vendor to submit attachments for EDI transactions directly to the FTP Server.

- There may be multiple attachments per transaction as long as the total number of REF Segments does not exceed 12.

- For government created Misc Pay documents submitted on behalf of a Federal entity with SSN (BIG07 = "GA", N101 = "PE" and N103 = "34") or a Non-Federal entity with SSN or EIN (BIG07 = "ZZ", N101 = "PE" and N103 = "34" or "FI"), any REF Segment containing REF01 = "01", "SG", or "PY" will be ignored if submitted. This information must be retrieved by WAWF directly from CEFT. If this information is not available from CEFT, the document will be rejected. The only exception to this is when CEFT lookup has been disabled on the Government user's EDI account with WAWF by the SAM; in this instance, codes "01", and "SG" or "PY" are required.

- When EDI submissions are identified as a "Draft", the system will process them inbound using the following minimal data set requirements:

    o Vendor CAGE

- o Contract Number Type (Defaults to DoD Contract (FAR) if not entered)
- o Contract Number
- o Delivery Order Number
- o Pay Official DoDAAC
- o Document Type
- o Routing DoDAACs depending on the document type and pay system
- o Invoice/Shipment Number depending on the document type
- o If any Line Item data is submitted, the Item No is mandatory

Once submitted as a "Draft", all documents must be processed via the web interface using the current "Save and Continue" functionality. There will be no ability to "add to a document" via additional electronic submissions.

REF01 - *Reference Id Qualifier*

11   Account Number – Used to report Misc. Pay Type. Enter in Misc. Pay Type in REF02. See the list of Misc. Pay Type codes on the Web.

ACC   Status – Used to denote System of Record (SOR). If "ACC" is in REF01, then enter "SOR" in REF02. Attachments are mandatory for Non Federal Entity on behalf of an SSN or EIN (BIG07 = "ZZ" and N1 = "34" or "FI") when "SOR" is not used. System of Record is only used for Government created Misc. Pay documents on behalf of a Non Federal Entity on behalf of an SSAN or EIN and will be ignored for all other scenarios.

Also used to capture the Draft Indicator when "Draft" is used in REF02.

E9   Attachment Code

01   ABA Routing Number – Used to report bank routing and transit number. If "01" is in REF01, then enter the bank routing and transit number in REF02.

SG   Savings – Used to report savings account number. If "SG" is in REF01, then enter the savings account number REF02.

PY   Checking – Used to report checking account number. If "PY" is in REF01, then enter the checking account number in REF02.

X7   Batch Sequence Number

1.5   N1 Segment – Name, Pos. 070 - Header

NOTES: There must be at least four instances of N1 per Loop.

For Government created Misc. Pay documents submitted on behalf of a Non-Federal entity with a CAGE code and for Vendor Submitted Misc. Pay documents, if all Address Elements are left blank (N102, N2, N3, and N4) and a location code is entered, then addressing data is not necessary and will be defaulted by WAWF. If any Address data is entered, then the following data must be entered at a minimum:

- For U.S. Addresses, Fields N102, N301, N401, N402, and N403 are the minimum required to complete the Address. Other Fields are optional.

- For Non-U.S. Addresses, Fields N102, N301, N401, N402, N403, and N404 are the minimum required to complete the Address. Other Fields are optional.

- For U.S. Military Addresses, Fields N102, N301, N403, N405, and N406 are the minimum required to complete the Address. Other Fields are optional.

For entry of an APO/FPO address, enter the APO/FPO Zip Code in the N403, the Military Address Indicator (i.e. AR) in the N405 and the APO/FPO code (i.e. AA, AE, or AP) in the N406.

The N1 loop may also be used to submit email addresses to which WAWF will forward an additional workflow notice for the document. When submitting email addresses, only the N1 and PER segments should be submitted in the N1 loop.

Segment	*Description*	*Element*	*WAWF Min/Max*	*WAWF Req.*	*WAWF Notes*	*Type*
N101	Entity Identifier	98	2/2	M	See codes below. To submit email addresses to which an additional workflow notice should be sent, submit "FE" in N101.	ID
N102	Name – Free form name	93	1/60	C	Name (Activity) – Mandatory only if Address data is being entered, otherwise should not be entered. For government created Misc Pay documents submitted on behalf of a Federal entity with SSN (BIG07 = "GA", N101 = "PE" and N103 = "34") or a Non-Federal entity with SSN or EIN (BIG07 = "ZZ", N101 = "PE" and N103 = "34" or "FI"), N102 will be ignored if submitted. This information must be retrieved by WAWF directly from CEFT. If this	AN

						information is not available from CEFT, the document will be rejected. The only exception to this is when CEFT lookup has been disabled. If CEFT lookup has been disabled, then this element is mandatory. To submit email addresses to which an additional workflow notice should be sent, enter the name of the organization in N102 when N101 = "FE".	
N103	Identification Code Qualifier	66	1/2	C		Mandatory when submitting address data. See codes below. Not used when submitting email addresses to which an additional workflow notice should be sent.	ID
N104	Identification Code	67	5/19	C		Mandatory when submitting address data. Enter CAGE, DoDAAC, MAPAC, or Tax ID if applicable. Not used when submitting email addresses to which an additional workflow notice should be sent.	AN
N105	Entity Relationship Code	706	N/A	N/A		Not used.	N/A
N106	Entity Identifier Code	98	2/2	C		Not used when submitting address data. Used when submitting email addresses to which an additional workflow notice should be sent. NP – Notify Party for Shipper's Order	AN

Sample:

N1^PE^^33^98897 (Sample for CAGE)

N1^PE^John Smith^34^000556668 (Sample for SSN if CEFT lookup has been disabled)

N1^PE^^34^000556668 (Sample for SSN if CEFT lookup is enabled)

N1^FE^DCMA^^^^NP (Sample for submitting email addresses)

Notes:

- N101 codes PR, PE, ST and PO are required.

- When N103 is "34" (SSN) or "FI" (EIN), an address is mandatory in N301.

- The Contract Administration Office (N101 = C4) is optional and if left blank will default to Ship To Location Code (N101 = ST).

- If Vendor Created Misc. Pay (BIG07 = 26), then CAGE is mandatory (N101 = PE, N103 = 33, 1, or 9).

- If Vendor Created Misc. Pay (BIG07 = 26), then TaxPayer ID Number (N101=PE, N103 = 34 or FI) is given, WAWF will ignore.

- If Vendor Created Misc. Pay (BIG07 = 26), then the Taxpayer ID Number will be retrieved from the WAWF database based on the CAGE and if the location code exists, it will be populated on the document. If no TaxPayer ID Number exists for the CAGE, the document will submit with no TaxPayer ID Number.

- If Govt. created Misc. Pay on behalf of a Federal Entity (BIG07 = GA), then the Social Security Number (SSN) is mandatory (N101 = PE, N103 = 34).

- If Govt. created Misc. Pay on behalf of a Non-Federal Entity (BIG07 = ZZ), then one of the following must be provided: CAGE (N101 = PE, N103 = 33), SSN (N101 = PE, N103 = 34) or EIN (N101 = PE, N103 = FI). If a CAGE is provided, the CAGE, will be used on the document and any SSN or EIN given will be ignored. If no CAGE is provided and if a SSN and EIN is given, the EIN will be used on the document and the SSN will be ignored.

- If Govt. created Misc. Pay on behalf of a Non-Federal Entity (BIG07 = ZZ) with a CAGE (N101 = PE, N103 = 33, 1, or 9), then attachments are mandatory.

N101 - *Entity Identifier Codes*

PE   Payee

PR   Payer

ST   Ship To

PO   Party to Receive Invoice

C4   Contract Administration Office

FE   Mail Address

N103 - *Id Code Qualifier*

10   DoDAAC

33   CAGE Code

A2   MAPAC

34   Social Security No. (SSN)

FI   Federal Taxpayer's ID Number (EIN Number)

N106 - *Entity Identifier Code*

NP – Notify Party for Shipper's Order

1.6   N2 Segment, Pos. 080 - Header

NOTES: There may be one instance of N2 per N1 Loop.

When N103 is "34" (for SSN) or "FI" (for EIN), this segment is not used.

Refer to WAWF Address rules noted in N1 Segment.

Segment	*Description*	*Element*	*WAWF Min/Max*	*WAWF Req.*	*WAWF Notes*	*Type*
N201	Name – free form	93	1/60	M	Name Activity 2	AN
N202	Name – free form	93	1/60	O	Name Activity 3	AN

Sample:

N2^Name Activity 2

1.7   N3 Segment, Pos. 090 - Header

NOTES: There may be one or two instances of N3 per N1 Loop.

For government created Misc Pay documents submitted on behalf of a Federal entity with SSN (BIG07 = "GA", N101 = "PE" and N103 = "34") or a Non-Federal entity with SSN or EIN (BIG07 = "ZZ", N101 = "PE" and N103 = "34" or "FI"), if Address 1 Information (N301 of first N1 loop) is not available from CEFT, this Element is Mandatory.

A second instance of the N3 Segment in the N1 Loop is only used on behalf of a Federal entity with SSN or Non-Federal entity with SSN or EIN.

Refer to WAWF Address rules noted in N1 Segment.

Segment	*Description*	*Element*	*WAWF Min/Max*	*WAWF Req.*	*WAWF Notes*	*Type*
N301	Address Information	166	1/55	M	WAWF will populate this data from CEFT when available.	AN
N302	Address Information	166	1/55	O	WAWF will populate this data from CEFT when available.	AN

Samples:

N3^2055 Main St.^Suite 2100 (first N3 Segment of the N1 loop)

N3^Address3^Address4 (second N3 Segment of the N1 loop)

Notes:

Address 1 information is contained in N301 of the first N3 Segment of the N1 loop.

Address 2 information is contained in N302 of the first N3 Segment of the N1 loop.

Address 3 information is contained in N301 of the second N3 Segment of the N1 loop.

Address 4 information is contained in N302 of the second N3 Segment of the N1 loop.

1.8   N4 Segment, Pos. 100 -Header

NOTES: There may be one instance of N4 per N1 Loop.

Refer to Address rules for WAWF, noted in N1 Segment.

When N103 is "34" (for SSN) or "FI" (EIN), then City, State & Zip are mandatory.

When a government created Misc Pay document is submitted on behalf of a Federal entity with SSN (BIG07 = "GA", N101 = "PE" and N103 = "34") or Non-Federal entity with SSN or EIN (BIG07 = "ZZ", N101 = "PE" and N103 = "34" or "FI"), if N401, N402 or N403 data are not available from CEFT, then those Elements must be entered.

Segment	*Description*	*Element*	*WAWF Min/Max*	*WAWF Req.*	*WAWF Notes*	*Type*
N401	City Name	19	2/30	C		AN
N402	State or Province Code	156	2/2	C		ID
N403	Postal Code	116	3/15	C	If the Ship To Address is an APO or FPO, then cite the APO or FPO ZIP Code.	ID
N404	Country Code	26	2/2	C		ID
N405	Location Qualifier	309	2/2	C	Enter AR for Armed Service Location Designator (For APO/FPO).	ID
N406	Location Identifier	310	2/6	C	Enter APO/FPO and 2 letter code (i.e. AA, AE, or AP) AA Miami AE New York AP San Francisco Example: FPO AP, APO AE	AN

Samples:

US Address
N4^Orlando^FL^32043

Non-US Address
N4^Madrid^29^28000^SP

US Military Address
N4^^^96612-2872^^AR^FPO AP (i.e. Ship Address: USS ABRAHAM LINCOLN CVN 72 FPO AP 96612-2872)

N405 – *Location Qualifier*

AR   Armed Services Location Destination (Use to indicate an APO or FPO).

Note:

If an APO/FPO Address is being entered, the Vendor must enter the information in the N403, N405, and N406.

1.9   PER Segment – Administrative Communications Contact, Pos. 120 - Header

NOTES: There must be one or two instances of PER for each transaction.

The first PER is used to report the WAWF User ID (PER01 = "IC", PER02 = WAWF User ID) of the user submitting the transaction.

A second PER may be submitted when a Misc. Pay Govt. Initiated Federal and Non Federal applies on behalf of SSN and EIN. In that case, PER01=AF (Authorized Financial Contract), PER02 would be blank, then PER03 = TE, PER04 = Telephone Number, PER05 =EM and PER06 = email address.

PER must be entered as part of the N1 Loop for Payee (N101 = "PE") to identify the WAWF User ID of the user submitting the transaction.

Segment	*Description*	*Element*	*WAWF Min/Max*	*WAWF Req.*	*WAWF Notes*	*Type*
PER01	Contact Function Code	366	2/2	M	See codes below.	ID
PER02	Name – free form	93	8/30	C	Mandatory when submitting the N1 Loop for Payee. WAWF User ID: This User ID is for the individual responsible for the document/transaction being submitted. The User ID is the personal WAWF User ID for Web access. Not used when submitting the N1 Loop for email addresses.	AN
PER03	Communication Number Qualifier	365	2/2	C	Enter "TE" for Phone Number. EM – Electronic Mail; Only used when submitting the N1 Loop for email addresses.	ID
PER04	Communication Number	364	1/80	C	Enter Phone Number. For government created Misc. Pay submitted on behalf	AN

					of a Federal Entity with SSN (BIG07 = "GA", N101 = "PE" and N103 = "34") or a Non-Federal Entity with SSN or EIN (BIG07 = "ZZ", N101 = "PE" and N103 = "34" or "FI"), if Phone Number is not available from CEFT, then this Element is Mandatory. Enter email address; Only used when submitting the N1 Loop for email addresses.	
PER05	Communication Number Qualifier	365	2/2	C	EM – Electronic Mail Only used when submitting the N1 Loop for email addresses.	ID
PER06	Communication Number	364	1/80	C	WAWF will populate this data from CEFT when available. Enter email address. Only used when submitting the N1 Loop for email addresses.	AN
PER07	Communication Number Qualifier	365	2/2	C	EM – Electronic Mail Only used when submitting the N1 Loop for email addresses.	ID
PER08	Communication Number	364	1/80	C	Enter email address. Only used when submitting the N1 Loop for email addresses.	AN

Samples:

PER^IC^PSKJ2400 (Sample to send in the WAWF User ID)
PER^AF^^TE^5055774949^EM^johnjoe@happy.com
PER^CN^^EM^john@gmail.com^EM^jane@gmail.com^EM^mark@gmail.com

Notes:

WAWF will ignore codes other than the ones noted below.

When submitting email addresses, the PER segment may be repeated up to three times per N1 Loop, allowing for a total of nine email addresses.

PER01 - *Contact Function Code*

IC   Information Contact

AF   Authorized Financial Contact

CN   General Contact

1.10   DTM Segment – Date/Time Reference, Pos. 140 – Header

NOTES: There must be one instance of DTM for each transaction.

Segment	*Description*	*Element*	*WAWF Min/Max*	*WAWF Req.*	*WAWF Notes*	*Type*
DTM01	Date/Time Qualifier	374	3/3	M	See codes below. Must be no later than 1 day after the current system date.	ID
DTM02	Date	373	8/8	O	CCYYMMDD Must be no later than 1 day after the current system date. This field will be auto-populated with the current date if no value is entered. This field will be ignored on non-government-created Misc. Pays.	DT

Sample:

DTM^035^20130527

DTM01 – *Date/Time Qualifier*

035 – Delivered (Received Date in WAWF)

050 – Received (Invoice Received Date in WAWF)

1.11   FA1 Segment – Type of Financial Accounting Data, Pos. 290 – Header

NOTE: This must be one instance of FA1 to report the Agency Qualifier Code.

Segment	*Description*	*Element*	*WAWF Min/Max*	*WAWF Req.*	*WAWF Notes*	*Type*
FA101	Agency Qualifier Code	559	2/2	M	See codes below.	ID

Sample:

FA1^DD

Note:

WAWF will only accept DD for FA101 for Misc. Pay.

FA101 - Agency Qualifier Code

DD   Department of Defense

1.12   FA2 Segment – Accounting Data, Pos. 300 - Header

NOTES: There must be one occurrence of FA2 per FA1 Loop.

This Segment is used to report the Accounting Installation Number.

Segment	Description	Element	WAWF Min/Max	WAWF Req.	WAWF Notes	Type
FA201	Breakdown Structure Detail Code	1196	2/2	M	Use L1 for Accounting Installation Number	ID
FA202	Financial Information Code	1195	6/6	M	Enter Accounting Installation Number	AN

Sample:

FA2^L1^068688

Notes:

- WAWF will allow one code for Misc. Pay Invoices.

- Use the FA1 Segment, Pos. 350 and FA2 Segment, Pos. 360 to report the ACRN (FA201=K6), SDN (FA201=J1) and Fiscal Year (FA201=A3).

FA201 - *Breakdown Structure Code*

L1 Accounting Installation Number

1.13   IT1 Segment – Base Item Data, Pos. 010 - Detail

NOTES: There must be one instance of IT1 per Line Item (IT1) Loop.

The IT1 Loop may loop a maximum of 999 times per transaction.

This Segment is used to report Sub-Line information.

Segment	Description	Element	WAWF Min/Max	WAWF Req.	WAWF Notes	Type
IT101	Assigned Identification – CLIN	350	4/4	M	Line Item Number. If characters are sent in lowercase, then they will be converted to uppercase.	N
			4/6	M	Sub-Line: 4N2A If a Sub-Line is entered, the first 4 positions of the number must match a CLIN submitted. The letters "I" and "O" may not be used within the Line Item Number.	AN
IT102	Quantity Invoiced	358	1/10	M	Number allows 8 before the decimal and 2 after the decimal (R8.2). (The Field size noted, 1/10 is the ANSI Field size, however for WAWF Field size is R8.2).	R8.2
	One Pay		1/8	M	No decimals allowed.	N
IT103	Unit or Basis of Measurement Code	355	2/2	M	Unit of Measure Codes	ID
IT104	Unit Price	212	1/16	M		R9.6
	One Pay		1/15	M		R9.5

Samples:

IT1^0001^50^EA^2500.25

IT1^0001AA^50^EA^2500.25 (Sub-Line)

1.14   PID Segment – Product/Item Description, Pos. 060 – Detail

NOTES: There must be one instance of PID per IT1 loop.

The PID Loop may loop up to 25 times per IT1 Loop.

This Segment is used to identify the Description for a Sub-Line.

Segment	*Description*	*Element*	*WAWF Min/Max*	*WAWF Req.*	*WAWF Notes*	*Type*
PID01	Item Description Type	349	1/1	M	See code below.	ID
PID02	Product/Process Characteristic Code	750	N/A	N/A	Not used.	N/A
PID03	Association Qualifier Code	559	N/A	N/A	Not used.	N/A
PID04	Produce Description Code	751	N/A	N/A	Not used.	N/A
PID05	Description	352	1/75	M	Free Form Description	AN

Sample:

PID^F^^^^9mm Ammo Rounds

Notes:

- WAWF allows for one to 75 characters of description in the PID05.

- WAWF will not allow more than 25 instances of PID Segment per IT1 Loop.

- WAWF rejects transactions without a PID.

PID01 – *Item Description Type*

F   Free Form

1.15   FA1 Segment – Type of Accounting Data - Pos. 350 – Detail

NOTES: There may be one instance of FA1 per IT1 Loop.

This Segment is used to report Line Level LLA Data.

Segment	*Description*	*Element*	*WAWF Min/Max*	*WAWF Req.*	*WAWF Notes*	*Type*
FA101	Agency Qualifier Code	559	2/2	M		ID

Sample:

FA1^DD

Note:

WAWF will only accept DD for FA101

FA101 - Agency Qualifier Code

DD   Department of Defense

1.16   FA2 Segment – Accounting Data – Pos. 360 – Detail

NOTES: There must be one or more instances of FA2 per FA1 Loop.

This Segment is used to report Line Level LLA Data.

Segment	*Description*	*Element*	*WAWF Min/Max*	*WAWF Req.*	*WAWF Notes*	*Type*
FA201	Breakdown Structure Detail Code	1196	2/2	M	See below for a list of valid codes. This segment may be repeated in order to give all available LLA data.	ID
FA202	Accounting Data	1195	1/80	M	The accounting data associated with the FA201 identifier.	AN

Sample:

FA2^A3^2001

FA2^L1^067443

Notes:

- WAWF will allow codes shown below.

- AAA is reported using the FA1, Pos. 290, and FA2, Pos. 300 segment.

- This segment is used to set the AAI for document level LLA, this means that for documents submitted via EDI, the document level AAI and the AAI reported for document level LLA will be the same value.

- If the document level AAI and the AAI in the LLA information need to be different, the FA2 segment at Pos. 360 will need to be used to report Line Level LLA.

FA201 - *Breakdown Structure Codes*

A1   Department Indicator

A2   Transfer from Department

A3   Fiscal Year Indicator

A4   Basic Symbol Number

A5   Sub-class

A6   Sub-Account Symbol

B1   Budget Activity Number

B2   Budget Sub-activity Number

B3   Budget Program Activity

C1   Program Element

C2   Project Task or Budget Subline

D1   Defense Agency Allocation Recipient

D4   Component Sub-allocation Recipient

D6   Sub-allotment Recipient

D7   Work Center Recipient

E1   Major Reimbursement Source Code

E2   Detail Reimbursement Source Code

E3   Customer Indicator

F1   Object Class

F3   Government or Public Sector Identifier

F4   Country Code

G1   Program or Planning Code

G2   Special Interest/Program Code Cost

H1   Cost Code

H3   Cost Allocation Code

H4   Classification Code

I1   Abbreviated DoD Budget and Accounting

J1   Document or Record Reference Number

K6   Accounting Classification Reference Code

L1   Accounting Installation Number

M1   Local Installation Data

N1   Transaction Type

P4   Foreign Military Sales (FMS) Line No. Use for FMS 1-3

P5   Foreign Military Sales (FMS) Line No. Use for FMS 4-5

P6   Foreign Military Sales (FMS) Line No. Use for FMS 6-8

ZZ   Mutually Defined (Long Line of Accounting)

1.17   TDS Segment – Total Monetary Value Summary, Pos. 010 - Summary
NOTE: There must be only one instance of TDS per transaction.

Segment	*Description*	*Element*	*WAWF Min/Max*	*WAWF Req.*	*WAWF Notes*	*Type*
TDS01	Amount	610	1/15	M	Total Amount of Invoice, before discount. WAWF requires TDS01 to be reported. The total Amount of the Invoice reported must be correct according to the data submitted with the document or the document will be rejected by WAWF. Total amount of invoice includes all line item totals.	N2

Sample:

TDS^75268

Notes:

The sum of all the Line Item totals cannot exceed the threshold value currently set in the system properties table.

1.18 CTT Segment – Transaction Totals, Pos. 070 - Summary

NOTE: There must be one instance of CTT per transaction.

Segment	*Description*	*Element*	*WAWF Min/Max*	*WAWF Req.*	*WAWF Notes*	*Type*
CTT01	Number of Line Items	354	1/6	M	Number of times IT1 Loop was used.	N0

Sample:

CTT^10

1.19   SE Segment – Transaction Set Trailer, Pos. 080 - Summary

NOTE: There must be only one instance of SE per transaction.

Segment	*Description*	*Element*	*WAWF Min/Max*	*WAWF Req.*	*WAWF Notes*	*Type*
SE01	Number of included Segments, including ST and SE	96	1/10	M		N0
SE02	Transaction Set Control Number	329	4/9	M	Same number cited in ST02 must be used.	AN

Sample:

SE^250^0023