

## **FTP Guide - Appendix M Cost Voucher**



**Prepared For:  
Defense Logistics Agency**

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

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## History Page

| <i>Version</i> | <i>Date</i> | <i>Change Description</i>  |
|----------------|-------------|--|
| 5.4.0-1        | 08/28/12    | CAMCG166 Removed all History prior to 5.4  |
| 5.4.0-2        | 10/08/12    | ECP_0725 - FTP/EDI Guide Changes<br>Line D: Field 2 added for 'Draft'  |
| 5.4.0-3        | 11/19/12    | WIT Issue 2495 v5.4 SIT<br>Line D: Updated samples for 'Draft' to D*VR^Y^ (Void & Replace with Draft) and D*^Y^ (Draft)  |
| 5.4.0-4        | 12/4/12     | CAMCG182<br>Updated attachment size from 2MB to 5MB under Line 26, last bullet   |
| 5.4.0-5        | 12/7/12     | WIT Issue 2501 v5.4 SIT<br>Line D: Added additional "Draft" information to notes section   |
| 5.4.0-6        | 12/12/12    | WIT Issue 2467 v5.4 SIT<br>Line 1 Field 2: Updated Grant to Grant/Cooperative Agreement and added Non-Procurement Instruments to Description and Notes columns.<br>Line 1B Field 1: Updated Grant to Grant/Cooperative Agreement and added L Non-Procurement Instruments to the list |
| 5.4.0-7        | 1/10/13     | WIT Issue 2501 v5.4 SIT<br>Line D: Updated first line of additional "Draft" information under "Notes" from EDI to FTP:<br><br>When FTP submissions are identified as a "Draft", the system will process them inbound using the following minimal data set requirements               |
| 5.4.1-1        | 2/19/13     | CAMCG196 Updated to Version 5.4.1, July 2013   |
| 5.4.1-2        | 02/25/13    | ECP_0727 - FTP/EDI Guides<br>Line 15 Field 1: Added MOCAS edit – 4N, 4N2A, 1A3AN, "NONE" or "NONE"NN   |
| 5.5.0-1        | 06/06/13    | CAMCG211 Updated to Version 5.5.0, January 2014  |
| 5.5.0-2        | 06/17/13    | ECP_0742 FTP/EDI Guides<br>Line 15 Field 1: Updated One Pay to 4N or 4N2A  |
| 5.5.0-3        | 07/11/13    | WIT Issue 2771 v5.4 OAT 1<br>Updated CCR reference to SAM under General Instructions/Notes section/4 <sup>th</sup> bullet  |
| 5.6.0-1        | 01/07/14    | WAWF-215 Updated to Version 5.6.0, August 2014   |
| 5.6.0-2        | 01/14/14    | WAWF-210 Added "iRAPT only accepts X12 Unit of Measure Codes." to Notes section within General Instructions and to Line Number 18 Field 1.   |
| 5.6.0-3        | 04/06/14    | WAWF-323 ECP0761 - FTP/EDI Guide Updates<br>Line 15 Field 1: Added "The letters "I" and "O" may not be used within the Line Item Number."  |

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|----------|----------|---|
| 5.6.0-4  | 03/18/14 | WAWF-487 WIT Issue 3758 v5.6 FTP Guide - Appendix A - Line 16<br>All Stock Part Number references updated to Product/Service ID and Stock Part Number Type references to Product/Service ID Qualifier.  |
| 5.6.0-5  | 04/24/14 | WAWF-878 ECP_0764 - Guide updates for Product/Service ID length<br>Line 16: Field 1 updated Max length to 48 and Notes column to 13/13 for "FS"   |
| 5.6.0-6  | 04/24/14 | WAWF-861 WIT Issue 3951 v5.6 SIT ECP 764 5.6b1f2: Guide issues for Product/Service ID<br>Line 16: Field 2 – Removed MOCAS edit for Product/Service ID Qualifiers  |
| 5.6.0-7  | 05/20/14 | WAWF-1007 Updated Delivery Order Nos. to 0015 on header   |
| 5.6.0-8  | 07/08/14 | WAWF-1283 Updated to Version 5.6.0, October 2014  |
| 5.6.0-9  | 07/17/14 | IUID-503<br>Line 16, Field 1: Updated to 'If FS is used in Field 2, then Product/Service ID must be 13 numeric characters.'   |
| 5.6.0-10 | 08/19/14 | WAWF-1449<br>Line 1 Field 1: Added "Positions 10 through 13 may not be "0000"." to Contract Number edits for DoD FAR Contract.<br>Line 1 Field 2: Added "Letters "I" and "O" are not allowed. The characters "A" and "P" are prohibited in the first position. "0000" is not an acceptable value." to Delivery Order edits for DoD FAR Contract.                                  |
| 5.7.0-1  | 10/22/14 | WAWF-1760 Updated to Version 5.7.0, April 2015  |
| 5.7.0-2  | 11/05/14 | WAWF-1556<br>Added Line 2D.   |
| 5.7.0-3  | 11/12/14 | WAWF-1677 ECP0731 - FTP/EDI Guide Updates<br>Line 6: Field 4: Updated min/max value to 1/22.  |
| 5.7.0-4  | 02/20/15 | WAWF-1908 ECP0794 guide updates<br>Line 1 Field 1: Updated description of DoD Contract (FAR), added Uniform PIID (FAR 4.16)<br>Line 1 Field 2: Updated description of DoD Contract (FAR), added Uniform PIID (FAR 4.16)<br>Updated sample<br>Added Line 1 Field 1 and Line 1 Field 2 Contract Number and Delivery Order Edits<br>Line 1B Field 1: Added S Uniform PIID (FAR 4.16) |
| 5.7.0-5  | 05/06/15 | iRAPT-53<br>Line Number 16-<br>Field 2: Added SW to list of product/service ID qualifier codes for EBS  |
| 5.8.0-1  | 06/23/15 | WAWF-2407 Updated to Version 5.8.0, November 2015   |
| 5.8.0-2  | 07/07/15 | WAWF-2427 ECP0794<br>Line 1-<br>Updated fiscal year in Line 1 Field 1 and Line 1 Field 2 Contract Number and  |

|          |          | Delivery Order Edits  |
|----------|----------|---|
| 5.8.0-3  | 08/26/15 | DR 1274<br>Line 6-<br>Field 3: Removed "This Field is used only if an Invoice Number is submitted in Field 1." and "If an Invoice Number is submitted in Field 1 and no value is submitted in this Field, then iRAPT defaults the value to 'N'."<br>Field 3: Updated iRAPT requirement to M<br>Added samples for Final Voucher Indicator  |
| 5.9.0-1  | 12/29/15 | WAWF-2762 Updated version to 5.9.0, updated deployment date to June 2016  |
| 5.9.0-2  | 02/07/16 | WAWF-2885<br>Line Number 5-<br>iRAPT Pay System Edits: MOCAS- Removed discount amount/discount date combination.<br>Field 3: MOCAS- Removed "MOCAS has no more than 9 digits to the left of the decimal and no more than 2 to the right of the decimal". Added "Not used".<br>Field 4: Added MOCAS, "Not used".   |
| 5.9.0-3  | 02/12/16 | IRAPT-913<br>General Instructions-<br>Notes: Added the following-<br>If an Invoice is submitted and identified as a possible duplicate, the log will include the following warning message: "Please verify that this document is not a duplicate of INVNO001." This validation will not prevent the document from being created. Invoices are identified as a possible duplicate when the following criteria is met: <ul style="list-style-type: none"> <li>• Contract Number and Delivery Order Number match.</li> <li>• Request/Invoice/Voucher Number match, excluding the trailing alpha character.</li> <li>• Previously submitted document status is not void.</li> <li>• Invoices must have the same gross amount.</li> <li>• Period of Performance Dates, Service Start/End Dates, and Estimated Delivery Date match.</li> <li>• For each matching Line Item, the Quantity Shipped and Unit Price match.</li> </ul> |
| 5.9.1-1  | 08/17/16 | WAWF-3303<br>Updated contract number to SP4701-16-D-2001. Updated version to 5.9.1 and deployment date to October 2016.   |
| 5.10.0-1 | 11/21/16 | IRAPT-1721<br>Line 1-<br>Line 1 Field 1 Line 1 Field 2 Contract Number and Delivery Order Edits: Increased fiscal year requirements by 1 for all edits of contract type DoD Contract (FAR).   |
| 5.11.0-1 | 07/25/17 | IRAPT-2225  |

|          |           |  |
|----------|-----------|--|
|          |           | <p>Line number 17-</p> <p>Field 1: Added "Enter 1. If another value is entered, it will be ignored and defaulted to 1".</p> <p>Line number 18-</p> <p>Field 1: Added "Enter M4. If another value is entered, it will be ignored and defaulted to 1". Removed "When a MOCAS DoDAAC is used and 'LO' (lot) code is used as the Unit of Measure and zero is reported for Quantity Shipped, the total for the Line Item will be computed to be the Unit Price amount".</p>   |
| 5.11.0-2 | 08/15/17  | <p>WAWF-4109</p> <p>General instructions-</p> <p>Notes: Added "Any changes in the FTP/EDI file to values that are in EDA for this Contract may require a Contract Modification. Please contact the cognizant Contract Administration Office listed in your contract/order for authorization prior to making any changes to the terms and conditions".</p>  |
| 5.11.0-3 | 11/21/17  | <p>IRAPT-2465</p> <p>Line 17-</p> <p>Field 1: Changed "If another value is entered, it will be ignored and defaulted to 1" to "If another value is entered, it will be multiplied by the Unit Price provided in Line Number 19, Field 1 and the product will be saved as the Unit Price. Quantity Invoiced will then be defaulted to 1".</p> <p>Line 18-</p> <p>Field 1: Added "When 'LO' (Lot) is used as the Unit of Measure and 0 is reported for Quantity Shipped, the total for the Line Item will be computed to be the Unit Price amount".</p> <p>Line 19-</p> <p>Field 1: Added "If a value other than 1 was provided for the Quantity Invoiced in Line Number 17, Field 1, it will be multiplied by the Unit Price provided and the product will be saved as the Unit Price".</p> |
| 5.12.1-1 | 07/09/18  | <p>WAWF-5755</p> <p>Updated all instances of iRAPT to WAWF. Updated all instances of Issue Date to Effective Date.</p>   |
| 6.6      | 4/30/2020 | <p>AGILE-3396 ECP 1268 Add Navy Specific Document Types</p> <p>Updated Shipbuilding notes for Standard Pay Offices.</p> <p>Navy Shipbuilding Indicator (NSI) (Line Number 6B) - Updated Note to include Standard Pay Office</p> <p>Line Item Information (Line Number 15) - Added note for Standard that Taxes, Charges, and Allowances are not permitted for Standard Cost Vouchers associated with Navy Shipbuilding</p>   |
| 6.7.0-1  | 08/27/20  | <p>ET-20739</p> <p>Line 10B-</p> <p>Field 1: Updated URL for PIEE website.</p>   |
| 6.10.0-1 | 09/01/21  | <p>ET-19775</p> <p>Updated version.</p>  |

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|          |          | Title page: Added "This guide remains valid until modified."   |
| 6.10.0-2 | 09/07/21 | ET-25005<br>Line 1-<br>Contract Number and Delivery Order Edits:<br>DoD Contract (FAR)- Replaced all instances of "First 6 positions must be a valid government DoDAAC" with "Positions 1 and 2 cannot both be numeric".<br>Uniform PIID (FAR 4.16)- Replaced all instances of "First 6 positions must be a valid government FEDAAC" with "Positions 1 and 2 must be numeric". |
| 6.11.0   | 01/17/22 | Agile-8422<br>1.21 Prime Contractor<br>Field 1: Removed DUNS+DUNS+4  |

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## 1 General Instructions

The following pages represent the Wide Area Workflow (WAWF) User Defined Format (UDF) for processing Cost Voucher (CV) transactions in WAWF, including UID information. Please refer to other UDFs to process the following documents: Invoice and Invoice 2n1, Receiving Reports, Receiving Report – PACK/RFID Update, Cost Vouchers, Progress Pay, Performance Based Payments, and Commercial Item Financing.

**NOTES:** If using a word processor program (i.e. Microsoft Word, WordPerfect, Microsoft WordPad, Microsoft Write, etc.) to create FTP 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.

When submitting an attachment for a document, you must submit the attachments first, then the document file(s). Each attachment may only be used for a single document. A single attachment may not be used for multiple documents. If this is necessary, then submit the attachment with a unique name for each document. To avoid potential errors, FTP files and attachments need to be sent to WAWF in a binary format.

**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.html>

Each UDF layout includes the following:

1. Field Sequential number of the Field contained within the layout record.
2. Description Description of information to be contained within the Field.
3. Min/Max Minimum and maximum amount of characters to be included within the Field.
4. CV Depicts whether the Field is:

**M** – Mandatory – Usage is required.

**O** – Optional – Can be used or not used.

**C** – Conditional – Contingent upon another 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

- |          |  |
|----------|--|
| 5. Notes | Contains notations of the Field’s usage or restrictions within WAWF.     |
| 6. Type  | Contains the data Field type, (i.e. Alpha/Numeric, Numeric, Date, etc.). |

In addition, Fields to be included within WAWF display the Field “Type” to depict the type of value to be included within the Field:

- **N** Integer Numeric Field
- **R** Decimal number. Where value includes decimal, WAWF requires that decimal point and value be sent: WAWF will NOT imply or assume decimal points. Examples:
  - 300 will be read into WAWF as “300”
  - 3.00 will be read into WAWF as “3”
  - 3.5 will be read into WAWF at “3.5”
  - Decimal is included as part of Max Value – i.e. R8.2 = 11 characters
- **ID** Identifier
- **AN** Alphanumeric String
- **DT** Date – All Date Fields use format: CCYYMMDD

*Notes:*

- All Line Numbers, if used, must be followed by an asterisk (“\*”) field separator. Each Field within the line must also be followed by a caret (“^”) field separator unless it is the last Field in the Line Number that contains data.
- Special characters should not be sent to WAWF via Secure FTP. If special characters are sent, WAWF will remove them.
- Lines not used within this guide are noted, “Skip this Line.”
- Address information for valid Commercial and Government Entity (CAGE) codes are downloaded from the System for Award Management (SAM) database.

- 
- Address information for valid DoDAAC and Military Assistance Program Address Code (MAPAC) codes are downloaded from Defense Automatic Addressing System Center (DAASC) database.
  - Referenced Microsoft Word documents are accessible via the WAWF Website.
  - The term DoDAAC is used within this guide to represent DoDAAC or MAPAC.
  - In every location where the system is expecting a letter code or ID code, the letters must be capitalized. For example: Yes/No responses – the “Y” or “N” must be capitalized, Product/Service ID Qualifier Codes and Transportation Method/Type Codes must also be capitalized.
  - All FTP files must have the following extension: .ftp or .FTP
  - When appropriate, below the Line layout, there are list(s) of values for the Fields that have identifiers. The basic import file layout is the same for all document types. For this reason, Fields that are allowed by WAWF, but that are not used for this document type are shaded.
  - The word “must” in a Line Note implies that the Line is mandatory. The word “may” in a Line Note implies that this Line is Conditional based on the terms of the contract or the needs of the contractor.
  - Minimum/Maximum allowable field sizes for all monetary fields other than Unit Price will be affected when using foreign currencies.
  - The system will pad zeroes to right of the decimal point up to the number of digits allowed for a Currency Code.
  - The system will drop zeroes to the right of the decimal point if they exceed the number of digits allowed for a Currency Code.
  - If a non-zero number is given to the right of the maximum number of allowable decimal places as specified by the Currency Code, an error will be given.
  - For currencies that allow more than 2 positions to the right of the decimal, the number of digits that may be entered left of the decimal point will be decreased to accommodate the extra digits allowed past the decimal. For instance, a monetary field that allows a maximum field size of 8.2 would allow a maximum field size of 7.3 when using a foreign currency that allows 3 decimal positions.
  - For currencies that allow less than 2 positions to the right of the decimal, the number of digits that may be entered left of the decimal point will remain unchanged.
  - WAWF only accepts X12 Unit of Measure Codes.
  - If an Invoice is submitted and identified as a possible duplicate, the log will include the following warning message: “Please verify that this document is not a duplicate of INVNO001.” This validation will not prevent the document from being created. Invoices are identified as a possible duplicate when the following criteria is met:
-

- Contract Number and Delivery Order Number match.
- Request/Invoice/Voucher Number match, excluding the trailing alpha character.
- Previously submitted document status is not void.
- Invoices must have the same gross amount.
- Period of Performance Dates, Service Start/End Dates, and Estimated Delivery Date match.
- For each matching Line Item, the Quantity Shipped and Unit Price match.
- Any changes in the FTP/EDI file to values that are in EDA for this Contract may require a Contract Modification. Please contact the cognizant Contract Administration Office listed in your contract/order for authorization prior to making any changes to the terms and conditions.

**1.1 START (Label START)**

**NOTES:** There must be one instance of the START Line per import file.

START must be capitalized.

| <i>Field</i> | <i>Description</i> | <i>Min/Max</i> | <i>Cost Voucher</i> | <i>Notes</i>                            | <i>Type</i> |
|--------------|--------------------|----------------|---------------------|---|-------------|
| 1            | Form Counter       | 1/3            | M                   | Number of transactions within the file. | N           |

*Sample:*

START\*10^

## 1.2 User Identification (Line Number A)

**NOTE:** There must be one instance of the User Identification per transaction.

| <i>Field</i> | <i>Description</i> | <i>Min/Max</i> | <i>Cost Voucher</i> | <i>Notes</i>   | <i>Type</i> |
|--------------|--------------------|----------------|---------------------|--|-------------|
| 1            | User Id            | 8/30           | M                   | <p>WAWF User ID: This User ID is for the individual responsible for submitting the document/transaction.</p> <p>It is their personal WAWF User ID, for access via the Web.</p> <p>This is not the User ID provided to the person(s) authorized to submit the FTP files to the company's WAWF FTP directory.</p> <p>The WAWF User ID is case sensitive.</p> | AN          |

### *Sample:*

A\*j1R52Ssh^



### 1.3 Form Type (Line Number B)

**NOTE:** There must be one instance of the Form Type per transaction.

| <i>Field</i> | <i>Description</i> | <i>Min/Max</i> | <i>Cost Voucher</i> | <i>Notes</i>                                       | <i>Type</i> |
|--------------|--------------------|----------------|---------------------|--|-------------|
| 1            | Form Type          | 2/2            | M                   | Use "CV" for Cost Voucher. CV must be capitalized. | ID          |

*Sample:*

B\*CV^

#### 1.4 Action Type Information (Line Number D)

**NOTE:** There may be one instance of the Action Type per transaction.

| <i>Field</i> | <i>Description</i> | <i>Min/<br/>Max</i> | <i>Cost<br/>Voucher</i> | <i>Notes</i>   | <i>Type</i> |
|--------------|--------------------|---------------------|-------------------------|--|-------------|
| 1            | Action Type        | 1/2                 | O                       | Valid values are "V" and "VR".   | ID          |
| 2            | Draft Indicator    | 1/1                 | O                       | Submit 'Y' to indicate this is a draft document. See additional notes below. | AN          |

#### *Samples:*

D\*V^ (Void)

D\*VR^ (Void & Replace)

D\*VR^Y^ (Void & Replace with Draft)

D\*^Y^ (Draft)

#### *Notes:*

- For Void or Void & Replace documents, the following Key data elements cannot be changed:
  - Contract Number, (Line 1, Field 1)
  - Delivery Order Number, (Line 1, Field 2)
  - Shipment Number, (Line 2, Field 1)
  - Invoice Number/Voucher Number, (Line 6, Field 1)
- When FTP submissions are identified as a "Draft", the system will process them inbound using the following minimal data set requirements:
  - Vendor CAGE
  - Contract Number Type (Defaults to DoD Contract (FAR) if not entered)
  - Contract Number
  - Delivery Order Number
  - Pay Official DoDAAC
  - Document Type
  - Routing DoDAACs depending on the document type and pay system
  - Invoice/Shipment Number depending on the document type
  - 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.

#### **Action Type Codes**

V Void

VR Void & Replace

**1.5 Contract Information (Line Number 1)**

**NOTE:** There must be one instance of the Contract Information per transaction.

| <i>Field</i> | <i>Description</i>      | <i>Min/Max</i> | <i>Cost Voucher</i> | <i>Notes</i>  | <i>Type</i> |
|--------------|-------------------------|----------------|---------------------|---|-------------|
| 1            | Contract Number         | 1/19           | M                   | Contract Number<br>No special characters allowed.   | AN          |
|              | DoD Contract (FAR)      | 13/13          | M                   | If Contract Number Type is "DOD Contract(FAR)," please see notes below for Contract Number Edits.   |             |
|              | Uniform PIID (FAR 4.16) | 13/17          |                     | If the Contract Number Type is "Uniform PIID (FAR 4.16)," please see notes below for Contract Number Edits.<br><br>Use Line Number 1D to enter GSA Contract Number. |             |
| 2            | Delivery Order Number   | 0/19           | C                   | Delivery Order, Call or Release Number<br>No special characters allowed.  | AN          |
|              | DoD Contract (FAR)      | 0/13           |                     | When the selected Contract Number Type is "DoD Contract (FAR)," please see notes below for Delivery Order Edits.  |             |
|              | Uniform PIID (FAR 4.16) | 13/17          |                     | When the selected Contract Number Type is "Uniform PIID (FAR 4.16)," please see notes below for Delivery Order Edits.   |             |
| 3            | Effective Date          | 8/8            | O                   | CCYYMMDD  | DT          |
| 4            | Task Order              | 1/30           | O                   |   | AN          |

**Sample:**

1\*DCA10015D0050^0040^20080923^787987^ (Contract & Delivery Order Number and Date)

---

## **Line 1 Field 1 and Line 1 Field 2 Contract Number and Delivery Order Edits**

### **Contract Type is “DoD Contract (FAR)”; Fiscal Year 18 and later**

#### **Contract Number Edits:**

- No special characters allowed.
- Must be 13 characters in length.
- Contract cannot contain "O" or "I" at any position.
- Positions 1 and 2 cannot both be numeric.
- Positions 7 and 8 (FY parameter) must be numeric and greater than or equal to 18 and less than 66.
- Position 9 must be alpha.
- Position 9 may not be: B, E, I, J, O, Q, R, U, W, X, Y, or Z.
- Position 10 through 13 in the Contract Number may not be “0000.”

#### **Delivery Order Number Edits:**

- No special characters allowed.
- Must be 13 characters in length.
- Delivery Order Number may not contain "O" or "I" at any position.
- Positions 1 and 2 cannot both be numeric.
- Positions 7 and 8 (FY parameter) must be numeric and 18 or greater and less than 66.
- Position 9 must be F.
- Position 10 through 13 in the Delivery Order Number may not be “0000” (all zeroes).
- Delivery Order is prohibited when the 9<sup>th</sup> position of the Contract Number is C, F, H, M, P, or V.
- For Acquisition, Delivery Order is required when the 9<sup>th</sup> position of the Contract Number is A, D, or G.

### **Contract Type is “DoD Contract (FAR)”; Fiscal Year 17 and prior**

#### **Contract Number Edits:**

- No special characters allowed.
- Must be 13 characters in length.
- Contract cannot contain "O" or "I" at any position.
- Positions 1 and 2 cannot both be numeric.
- Positions 7 and 8 (FY parameter) must be numeric and less than 18 or greater than 65.
- Position 9 must be alpha.
- Position 9 cannot be - B, E, I, J, N, O, Q, R, T, U, or Y.
- Position 10 through 13 in the Contract Number may not be “0000.”

#### **Delivery Order Number Edits:**

- No special characters allowed.
- Must be 0, 4, or 13 characters in length.
- May not contain "O" or "I" at any position.
- For Acquisition, Delivery Order required when the ninth position of Contract Number is A, D or G.
- Delivery Order prohibited when ninth position of Contract Number is C, F, M, P, V, or W.
- If the Delivery Order is 4 characters, the following edits will be applied:
  - The characters “A” and “P” are prohibited in the first position of 4-character Delivery Order Number.

- 
- “0000” is not acceptable value.
  - If the Delivery Order is 13 characters, the following edits will be applied:
    - Positions 1 and 2 cannot both be numeric.
    - Positions 7 and 8 must be numeric.
    - Position 9 must be F.
    - Positions 10 through 13 cannot be all zeroes.

**Contract Type is “Uniform PIID (FAR 4.16)”**

**Contract Number Edits:**

- No special characters allowed.
- Must be 13 to 17 characters in length, inclusive.
- Contract cannot contain "O" or "I" at any position.
- Positions 1 and 2 must be numeric.
- Positions 7 and 8 (FY parameter) must be numeric and 16 or greater.
- Position 9 must be alpha.
- Position 9 cannot be: B, E, I, J, O, Q, R, U, W, X, Y, or Z.
- Position 10 through the end of the Contract Number may not be all zeroes.

**Delivery Order Number Edits:**

- No special characters allowed.
- Must be 13 to 17 characters in length, inclusive.
- Delivery Order Number may not contain "O" or "I" at any position.
- Positions 1 and 2 must be numeric.
- Positions 7 and 8 must be numeric and 16 (FY parameter) or greater.
- Position 9 must be F.
- Position 10 through the end of the Delivery Order Number may not be all zeroes.
- Delivery Order is prohibited when the 9<sup>th</sup> position of the Contract Number is C, F, H, P, or V.
- For Acquisition, Delivery Order is required when the 9th position of the Contract Number is A, D, or G.

## 1.6 Foreign Currency (Line Number 1A)

**NOTE:** There may be one instance of Line 1A per transaction.

| <i>Field</i> | <i>Description</i>    | <i>Min/<br/>Max</i> | <i>Cost<br/>Voucher</i> | <i>Notes</i>   | <i>Type</i> |
|--------------|-----------------------|---------------------|-------------------------|--|-------------|
| 1            | Foreign Currency Code | 3/3                 | O                       | Value must be capitalized. All foreign currency codes are alpha. | AN          |

### *Sample:*

1A\*EUR^

### *Notes:*

- Minimum/Maximum allowable field sizes for all monetary fields other than Unit Price will be affected when using foreign currencies.
- The system will pad zeroes to right of the decimal point up to the number of digits allowed for a Currency Code.
- The system will drop zeroes to the right of the decimal point if they exceed the number of digits allowed for a Currency Code.
- If a non-zero number is given to the right of the maximum number of allowable decimal places as specified by the Currency Code, an error will be given.
- For currencies that allow more than 2 positions to the right of the decimal, the number of digits that may be entered left of the decimal point will be decreased to accommodate the extra digits allowed past the decimal. For instance, a monetary field that allows a maximum field size of 8.2 would allow a maximum field size of 7.3 when using a foreign currency that allows 3 decimal positions.
- For currencies that allow less than 2 positions to the right of the decimal, the number of digits that may be entered left of the decimal point will remain unchanged.

**1.7 Contract Number Type (Line Number 1B)**

**NOTES:** There may be one instance of Line 1B per transaction.

| <i>Field</i> | <i>Description</i>   | <i>Min/Max</i> | <i>Cost Voucher</i> | <i>Notes</i>   | <i>Type</i> |
|--------------|----------------------|----------------|---------------------|--|-------------|
| 1            | Contract Number Type | 1/1            | O                   | <p>Enter a Contract Number Type:</p> <p>A Cooperative Agreement<br/>           B DoD Contract (FAR)<br/>           C DoD Contract (Non FAR)<br/>           D Grant/Cooperative Agreement<br/>           E Intragovernmental<br/>           F Intergovernmental<br/>           G International Agreement<br/>           I Non-DoD Contract (FAR)<br/>           J Non-DoD Contract (Non FAR)<br/>           K Other Agreement<br/>           L Non-Procurement Instruments<br/>           S Uniform PIID (FAR 4.16)</p> <p>If the value is not provided, the transaction will be defaulted to a value of B - DoD Contract (FAR), and all associated edits for Contract Number and Delivery Order number structure associated with DOD Contract (FAR) will be applied to the inbound file and if not met the file will fail.</p> | ID          |

**Sample:**

1B\*A^

**1.8 Reference Procurement Instrument Number (Line Number 1D)**

**NOTES:** There may be one instance of Line 1D per transaction.

| <i>Field</i> | <i>Description</i>                 | <i>Min/<br/>Max</i> | <i>Cost<br/>Voucher</i> | <i>Notes</i>        | <i>Type</i> |
|--------------|------------------------------------|---------------------|-------------------------|---------------------|-------------|
| 1            | Reference<br>Procurement<br>Number | 1/19                | O                       | GSA Contract Number | AN          |

**Sample:**

1D\*A3JF6182HDG34JA^



### 1.9 Shipment Information (Line Number 2)

**NOTES:** There may be one instance of Shipment Information per transaction, however Shipment Information is not used on Cost Voucher transactions. Shipment Information will be ignored if entered.

WAWF uses the Voucher Number provide in Line 6, Field 1 as both the Voucher Number and the Shipment Number, therefore this Line is not needed.

| <i>Field</i> | <i>Description</i>      | <i>Min/<br/>Max</i> | <i>Cost Voucher</i> | <i>Notes</i>   | <i>Type</i> |
|--------------|-------------------------|---------------------|---------------------|--|-------------|
| 1            | Shipment Number         | 2/22                | O                   | May be included on CV, but is not displayed on form within WAWF.<br>If this Field is entered, it will be ignored.      | AN          |
| 2            | Shipment Date           | 8/8                 | O                   | May be included on CV, but is not displayed on form within WAWF.<br>If this Field is entered, then it will be ignored. | DT          |
| 3            | Estimated Shipment Date | 1/1                 | O                   | May be included on CV, but is not displayed on form within WAWF.<br>If this Field is entered, it will be ignored.      | ID          |
| 4            | Final Shipment          | 1/1                 | O                   | May be included on CV, but is not displayed on form within WAWF.<br>If this Field is entered, then it will be ignored. | ID          |

**Sample:**

2\*^ ^ ^ ^

**1.10 Additional Emails (Line Number 2D)**

**NOTE:** This line is used to submit email addresses to which WAWF will forward an additional workflow notice for the document.

| <i>Field</i> | <i>Description</i> | <i>Min/<br/>Max</i> | <i>TELC</i> | <i>TELN</i> | <i>Notes</i>                                 | <i>Type</i> |
|--------------|--------------------|---------------------|-------------|-------------|--|-------------|
| 1            | Additional Emails  | 1/60                | O           | N/A         | Multiple instances of this line are allowed. | AN          |

***Sample:***

2D\*john@gmail.com^

**1.11 Services or Supplies (Line Number 3) – Skip this Line**

**1.12 Bill of Lading, TCN, & Transportation Method/Type Information (Line Number 4)**

**NOTE:** There may be one instance of Line 4 per transaction.

| <i>Field</i> | <i>Description</i>         | <i>Min/Max</i> | <i>Cost Voucher</i> | <i>Notes</i>  | <i>Type</i> |
|--------------|----------------------------|----------------|---------------------|---|-------------|
| 1            | Bill of Lading             | 1/30           | O                   | Bill of Lading Number   | AN          |
| 2            | TCN                        | N/A            | N/A                 | Not used.   | AN          |
| 3            | Transportation Method/Type | N/A            | N/A                 | Not used.   | N/A         |
| 4            | Bill of Lading Type        | 1/1            | O                   | Enter "C" for Commercial Bill of Lading, "G" for Government Bill of Lading, or Blank. If this Field is not entered, it will default to a "C". | ID          |

**Sample:**

4\*4578358846^^^C^

**1.13 Document Level AAA, ACRN, SDN (Line Number 4A)**

**NOTE:** There may be one instance of Line 4A per transaction.

| <i>Field</i> | <i>Description</i> | <i>Min/<br/>Max</i> | <i>Cost<br/>Voucher</i> | <i>Notes</i>                   | <i>Type</i> |
|--------------|--------------------|---------------------|-------------------------|--------------------------------|-------------|
| 1            | AAA                | 6/6                 | O                       | Account Installation No. (AAA) | AN          |
| 2            | ACRN               | N/A                 | N/A                     | Not used.                      | N/A         |
| 3            | SDN                | N/A                 | N/A                     | Not used.                      | NA          |

**Sample:**

4A\*068688^^^

**Note:**

For One Pay, Line 4A, Field 2 is not used; instead use Line 16G for single and multiple ACRN information.

**1.14 Document Level Long Line of Accounting Data (Line Number 4B) – Skip This Line.**

**1.15 Discount Information (Line Number 5)**

**NOTE:** There may be up to five instances of the Discount Information per transaction.

| <i>Field</i> | <i>Description</i>     | <i>Min/<br/>Max</i> | <i>Cost<br/>Voucher</i> | <i>Notes</i>   | <i>Type</i> |
|--------------|------------------------|---------------------|-------------------------|--|-------------|
| 1            | Discount Percent       | 1/7                 | O                       | This Field must be blank if Discount Amount, Discount Date, or Net Days is entered.  | R2.4        |
|              | MOCAS, IAPS-E, One Pay | 1/5                 | O                       | MOCAS, IAPS-E, One Pay: allows 2 positions to the right of the decimal point.  | R2.2        |
|              | CAPS-C/W               | 1/6                 | O                       | CAPS-C/W: allows 3 positions to the right of the decimal point.  | R2.3        |
|              | EBS                    | 1/4                 | O                       | EBS: allows for 1 position to the right of the decimal point.  | R2.1        |
|              | Navy ERP               | 1/7                 | N/A                     | Navy ERP allows for up to 4 positions to the right of the decimal point  | R2.4        |
| 2            | Due Days               | 1/2                 | C                       | This Field is mandatory if the Discount Percent is entered. This Field must be blank if Discount Amount, Discount Date or Net Days is entered.                                     | N           |
| 3            | Discount Amount        | 1/13                | C                       | This Field must be blank if Discount Percent, Due Days or Net Days is entered. This Field is affected by currency code. See notes below.   | R10.2       |
|              | MOCAS                  | N/A                 | N/A                     | Not used.<br>Not used.   | N/A         |
|              | CAPS-C/W, EBS          | N/A                 | N/A                     |  |             |
| 4            | Discount Date          | 8/8                 | C                       | This Field is mandatory if the Discount Amount is entered. This Field must be blank if Discount Percent, Due Days, or Net Days is entered. See notes below.                        | DT          |
|              | CAPS-C/W, EBS          | N/A                 | N/A                     | Not used.  |             |
|              | MOCAS                  | N/A                 | N/A                     | Not used.  |             |
| 5            | Discount Type          | 2/2                 | C                       | See list below. If data is entered in Fields 1 and 2, or 3 and 4, then Field 5 (if left blank) will default to the appropriate Discount Type ("22" or "08") based on data entered. | ID          |
| 6            | Net Days               | 1/2                 | C                       | This Field is used to reflect the number of days at which the net amount is due. This Field must be blank if Discount Percent or Discount Amount is entered.                       | N           |

|  |            |  |     |  |  |
|--|------------|--|-----|--|--|
|  | MOCAS, EBS |  | N/A | Other payment systems: (One Pay, CAPS-CW, or IAPS-E) can only have one Net Days Discount.<br>Not used. |  |
|--|------------|--|-----|--|--|

**Samples:**

5\*^^^30^ (Net Days)

5\*2.5^20^08^ (Discount Percent = 2.5% and Due Days = 20)

5\*^100.52^20081108^22^ (Discount Amount/Discount Date)

**Field 3 – Discount Amount**

- Minimum/Maximum allowable field sizes for all monetary fields other than Unit Price will be affected when using foreign currencies.
- The system will pad zeroes to right of the decimal point up to the number of digits allowed for a Currency Code.
- The system will drop zeroes to the right of the decimal point if they exceed the number of digits allowed for a Currency Code.
- If a non-zero number is given to the right of the maximum number of allowable decimal places as specified by the Currency Code, an error will be given.
- For currencies that allow more than 2 positions to the right of the decimal, the number of digits that may be entered left of the decimal point will be decreased to accommodate the extra digits allowed past the decimal. For instance, a monetary field that allows a maximum field size of 8.2 would allow a maximum field size of 7.3 when using a foreign currency that allows 3 decimal positions.
- For currencies that allow less than 2 positions to the right of the decimal, the number of digits that may be entered left of the decimal point will remain unchanged.

**Field 5 – Discount Type**

08 Basic Discount (Field 1 = discount percent, Field 2 = number of days and Field 5 = 08)

22 Cash Discount (Field 3 = discount amount, Field 4 = date and Field 5 = 22)

**WAWF Pay System Edits**



- **MOCAS:** Allows for only one discount of a Discount Percent and a Number of Days combination.
- **One Pay:** Allows for either one Amount/Date combination or up to 2 Percent/Days combinations. Allows a Net Number of Days for One Pay.
- **CAPS-C/W:** Allows for up to three combinations of Discount percent and Number of Days; Fields 3 and 4 are not available for CAPS.
- **IAPS-E:** Allows for a Discount Percent and a Number of Days combination, a Discount Amount and Discount Date combination, or a Net day. Only one discount combination is allowed.
- **EBS:** Allows for only 1 discount of a Discount Percent and a Number of Days combination; Fields 3 and 4 not available for EBS.
- **Navy ERP:** Allows up to five instances of Discount Percentage and Due Days or Discount Amount and Discount Date or NET Days. Only one instance of NET days is allowed.

**1.16 Invoice/Voucher Number (Line Number 6)**

**NOTE:** There must be one instance of the Invoice/Voucher Information per transaction.

| <i>Field</i> | <i>Description</i>      | <i>Min/Max</i> | <i>Cost Voucher</i> | <i>Notes</i>  | <i>Type</i> |
|--------------|-------------------------|----------------|---------------------|---|-------------|
| 1            | Voucher Number          | 2/22           | M                   | The voucher number will be converted to upper case.   | AN          |
|              | MOCAS                   | 7/8            | M                   | First 3 positions alpha (BVN), 4th position is Numeric/Alpha, 5th – 7th positions are numeric, 8th position is only used for final shipment and is a Z. |             |
|              | EBS                     | 7/8            | M                   | First 3 positions alpha, 4th position is Numeric/Alpha, 5th – 7th positions are numeric, 8th position is only used for final shipment and is a Z.       | AN          |
| 2            | Voucher Date            | 8/8            | M                   | CCYYMMDD<br>If the Voucher Number in Field 1 is entered, then this Field is mandatory.  | DT          |
| 3            | Final Invoice           | 1/1            | M                   | Identifies if the Voucher is a Final Voucher. Enter a capitalized “Y” for Yes or “N” for No.  | ID          |
| 4            | Vendor’s Invoice Number | 1/22           | O                   |   | AN          |

**Sample:**

6\*BVN0003^20080803^Y^7897987879^ (Final)

6\*BVN0003^20080803^N^7897987879^ (Not Final)

**1.17 Construction Invoice Indicator & Fixed Price Indicator (Line Number 6A) – Skip this Line.**

**1.18 Navy Shipbuilding Indicator (NSI) (Line Number 6B)**

**NOTE:** There may be one instance of NSI per transaction. This Line pertains to NAVY ERP, One Pay, and Standard Pay Offices only.

| <i>Field</i> | <i>Description</i> | <i>Min/Max</i> | <i>Cost Voucher</i> | <i>Notes</i>   | <i>Type</i> |
|--------------|--------------------|----------------|---------------------|--|-------------|
| 1            | NSI Indicator      | 1/1            | O                   | Enter "Y" for Yes or "N" for No. If no value is submitted, WAWF will default to "N". | ID          |

**Sample:**

6B\*Y^

**1.19 Service Date (Line Number 7)**

**NOTE:** There may be one instance of the Service Date information per transaction.

| <i>Field</i> | <i>Description</i> | <i>Min/Max</i> | <i>Cost<br/>Voucher</i> | <i>Notes</i> | <i>Type</i> |
|--------------|--------------------|----------------|-------------------------|--------------|-------------|
| 1            | Service Start Date | 8/8            | M                       | CCYYMMDD     | DT          |
| 2            | Service End Date   | 8/8            | M                       | CCYYMMDD     | DT          |

**Sample:**

7\*20080131^20080214^

**1.20 Inspection & Acceptance Points (Line Number 8) – Skip this Line**

**1.21 Prime Contractor (Line Number 9)**

**NOTE:** There must be one instance of the Prime Contractor per transaction.

| <i>Field</i> | <i>Description</i>       | <i>Min/Max</i> | <i>Cost Voucher</i> | <i>Notes</i>   | <i>Type</i> |
|--------------|--------------------------|----------------|---------------------|--|-------------|
| 1            | Prime Contractor<br>CAGE | 5/13           | M                   |  | AN          |
| 2            | Extension                | 1/6            | C                   | This Field should only be used when the value has been registered in WAWF by the prime contractor. | AN          |

**Sample:**

9\*67580^^

9\*67580^DET^

**1.22 Prime Contractor Address Information (Line Number 9A)**

**NOTE:** There may be one instance of the Prime Contractor Address Information per transaction.

| <i>Field</i> | <i>Description</i>              | <i>Min/Max</i> | <i>Cost Voucher</i> | <i>Notes</i>  | <i>Type</i> |
|--------------|---------------------------------|----------------|---------------------|---|-------------|
| 1            | Prime Contractor Activity       | 1/60           | C                   |   | AN          |
| 2            | Prime Contractor Activity       | 1/60           | O                   |   | AN          |
| 3            | Prime Contractor Activity       | 1/60           | O                   |   | AN          |
| 4            | Prime Contractor Address        | 1/55           | C                   |   | AN          |
| 5            | Prime Contractor Address        | 1/55           | O                   |   | AN          |
| 6            | Prime Contractor Address        | 1/55           | O                   |   | AN          |
| 7            | Prime Contractor Address        | 1/55           | O                   |   | AN          |
| 8            | Prime Contractor City           | 2/30           | C                   |   | AN          |
| 9            | Prime Contractor State/Province | 2/2            | C                   |   | AN          |
| 10           | Prime Contractor ZIP Code       | 1/15           | C                   | If Address is an APO or FPO, then cite the APO or FPO ZIP Code in this Field.   | AN          |
| 11           | Prime Contractor Country Code   | 2/2            | C                   |   | AN          |
| 12           | Military Qualifier              | 2/2            | C                   | Enter "AR" for Armed Service Location Designator (For APO/FPO).<br>"AR" must be capitalized.  | AN          |
| 13           | Military Location               | 2/6            | C                   | Enter APO/FPO and 2 letter code (i.e. AA, AE, or AP)<br>AA Miami<br>AE New York<br>AP San Francisco<br>"AA," "AE," "AP" must be capitalized.<br>Example: FPO AP, APO AE | AN          |

***Samples:***

U.S. Address

9A\*ABC COMPANY^^^123 Main St^^^Orlando^FL^32043^^^

Non-U.S. Address

9A\*FCC Company^^^123 Main St^^^Bedford^NS^B4B 1G9^CN^^^



---

**U.S. Military Address**

9A\*51st Activity Company^^Camp David^^^^^^33043-0525^^AR^FPO AA^

**Notes:**

- If any Address information is entered, then the full name of the Prime Contractor and Address must also be provided.
- For U.S. Addresses, Fields 1, 4, 8, 9, and 10 are the minimum required to complete the Address. Other Fields are optional.
- For Non-U.S. Addresses, Fields 1, 4, 8, 9, 10, and 11 are the minimum required to complete the Address. Other Fields are optional.
- For U.S. Military Addresses, Fields 1, 4, 10, 12, and 13 are the minimum required to complete the Address. Other Fields are optional.
- If a non-US address does not have a value for Field 9 (State or Province), use NA (not applicable).

**1.23 Administration DoDAAC (Line Number 10)**

**NOTE:** There must be one instance of the Administration Office DoDAAC Information per transaction.

| <i>Field</i> | <i>Description</i>    | <i>Min/Max</i> | <i>Cost Voucher</i> | <i>Notes</i> | <i>Type</i> |
|--------------|-----------------------|----------------|---------------------|--------------|-------------|
| 1            | Administration DoDAAC | 6/6            | M                   |              | AN          |

**Sample:**

10\*S0512A^

**1.24 Administration Address Information (Line Number 10A)**

**NOTE:** There may be one instance of the Administration Address Information per transaction.

| <i>Field</i> | <i>Description</i>            | <i>Min/<br/>Max</i> | <i>Cost<br/>Voucher</i> | <i>Notes</i>  | <i>Type</i> |
|--------------|-------------------------------|---------------------|-------------------------|---|-------------|
| 1            | Administration Activity       | 1/60                | C                       |   | AN          |
| 2            | Administration Activity       | 1/60                | O                       |   | AN          |
| 3            | Administration Activity       | 1/60                | O                       |   | AN          |
| 4            | Administration Address        | 1/55                | C                       |   | AN          |
| 5            | Administration Address        | 1/55                | O                       |   | AN          |
| 6            | Administration Address        | 1/55                | O                       |   | AN          |
| 7            | Administration Address        | 1/55                | O                       |   | AN          |
| 8            | Administration City           | 2/30                | C                       |   | AN          |
| 9            | Administration State/Province | 2/2                 | C                       |   | AN          |
| 10           | Administration ZIP Code       | 1/15                | C                       | If Address is an APO or FPO, cite the APO or FPO ZIP Code in this Field.  | AN          |
| 11           | Administration Country Code   | 2/2                 | C                       |   | AN          |
| 12           | Military Qualifier            | 2/2                 | C                       | Enter "AR" for Armed Service Location Designator (For APO/FPO).<br>"AR" must be capitalized.  | AN          |
| 13           | Military Location             | 2/6                 | C                       | Enter APO/FPO and 2 letter code (i.e. AA, AE, or AP)<br>AA Miami<br>AE New York<br>AP San Francisco<br>"AA," "AE," "AP" must be capitalized.<br>Example: FPO AP, APO AE | AN          |

***Samples:***

U.S. Address

10A\*ABC COMPANY^^^123 Main St^^^Orlando^FL^32043^^^

Non-U.S. Address

10A\*FCC Company^^^123 Main St^^^Bedford^NS^B4B 1G9^CN^^^

**U.S. Military Address**

10A\*51st Activity Company^^^Camp David^^^^^^33043-0525^^AR^FPO AA^

**Notes:**

- If any Address information is entered, then the full name of the Administration Activity and Address must also be provided.
- For U.S. Addresses, Fields 1, 4, 8, 9, and 10 are the minimum required to complete the Address. Other Fields are optional.
- For Non-U.S. Addresses, Fields 1, 4, 8, 9, 10, and 11 are the minimum required to complete the Address. Other Fields are optional.
- For U.S. Military Addresses, Fields 1, 4, 10, 12, and 13 are the minimum required to complete the Address. Other Fields are optional.
- If a non-US address does not have a value for Field 9 (State or Province), use NA (not applicable).

**1.25 Cost Voucher Approver DoDAAC (Line Number 10B)**

**NOTE:** There must be one instance of the Cost Voucher Approver DoDAAC Information per transaction for the Cost Voucher.

| <i>Field</i> | <i>Description</i>              | <i>Min/Max</i> | <i>Cost Voucher</i> | <i>Notes</i>  | <i>Type</i> |
|--------------|---------------------------------|----------------|---------------------|---|-------------|
| 1            | Cost Voucher Approver DoDAAC    | 6/6            | M                   | <p>Use of the Cost Voucher requires entry of a valid DCAA DoDAAC for the Auditor function (Cost Voucher Approver).</p> <p>To determine the appropriate DCAA DoDAAC to enter on your document please refer to the WAWF Website (<a href="https://piee.eb.mil">https:// piee.eb.mil</a> and the Click: Find DCAA DoDAAC in Audit Office Locator link).</p> <p>Enter the appropriate information on the DCAA Web page to determine the appropriate DCAA Audit Office DoDAAC.</p> | AN          |
| 2            | Cost Voucher Approver Extension | 1/6            | C                   |   | AN          |

**Sample:**

10B\*S0512A^1234^

**1.26 Cost Voucher Approver Address Information (Line Number 10C)**

**NOTES:** There may be one instance of the Cost Voucher Approver Address Information per transaction.

This Line can **only** be used **if** a Cost Voucher Approver DoDAAC Line Number 10B, Field 1, is entered.

| <i>Field</i> | <i>Description</i>                   | <i>Min/Max</i> | <i>Cost Voucher</i> | <i>Notes</i>  | <i>Type</i> |
|--------------|--------------------------------------|----------------|---------------------|---|-------------|
| 1            | Cost Voucher Approver Activity       | 1/60           | C                   |   | AN          |
| 2            | Cost Voucher Approver Activity       | 1/60           | O                   |   | AN          |
| 3            | Cost Voucher Approver Activity       | 1/60           | O                   |   | AN          |
| 4            | Cost Voucher Approver Address        | 1/55           | C                   |   | AN          |
| 5            | Cost Voucher Approver Address        | 1/55           | O                   |   | AN          |
| 6            | Cost Voucher Approver Address        | 1/55           | O                   |   | AN          |
| 7            | Cost Voucher Approver Address        | 1/55           | O                   |   | AN          |
| 8            | Cost Voucher Approver City           | 2/30           | C                   |   | AN          |
| 9            | Cost Voucher Approver State/Province | 2/2            | C                   |   | AN          |
| 10           | Cost Voucher Approver ZIP Code       | 1/15           | C                   | If Address is an APO or FPO, then cite the APO or FPO ZIP Code in this Field.   | AN          |
| 11           | Cost Voucher Approver Country Code   | 2/2            | C                   |   | AN          |
| 12           | Military Qualifier                   | 2/2            | C                   | Enter "AR" for Armed Service Location Designator (For APO/FPO).<br>"AR" must be capitalized.  | AN          |
| 13           | Military Location                    | 2/6            | C                   | Enter APO/FPO and 2 letter code (i.e. AA, AE, or AP)<br>AA Miami<br>AE New York<br>AP San Francisco<br>"AA," "AE," "AP" must be capitalized.<br>Example: FPO AP, APO AE | AN          |

***Samples:***

## U.S. Address

10C\*ABC COMPANY^^^123 Main St^^^^Orlando^FL^32043^^^^

## Non-U.S. Address

10C\*FCC Company^^^123 Main St^^^^Bedford^NS^B4B 1G9^CN^^^^

## U.S. Military Address

10C\*51st Activity Company^^^Camp David^^^^^^33043-0525^^AR^FPO AA^

***Notes:***

- If any Address information is entered, then the full name of the Cost Voucher Approver Activity and Address must also be provided.
- For U.S. Addresses, Fields 1, 4, 8, 9, and 10 are the minimum required to complete the Address. Other Fields are optional.
- For Non-U.S. Addresses, Fields 1, 4, 8, 9, 10, and 11 are the minimum required to complete the Address. Other Fields are optional.
- For U.S. Military Addresses, Fields 1, 4, 10, 12, and 13 are the minimum required to complete the Address. Other Fields are optional.
- If a non-US address does not have a value for Field 9 (State or Province), use NA (not applicable).

**1.27 Ship From CAGE / DoDAAC & FOB (Line Number 11) – Skip this Line**



**1.28 Ship From Address Information (Line Number 11A) – Skip this Line**

**1.29 Payment Office DoDAAC (Line Number 12)**

**NOTES:** There must be one instance of the Payment Office DoDAAC Information per transaction.

For Payment Office DoDAAC list, please refer to WAWF Website (Click: Display Pay DoDAACs Table) for DFAS Specific Payment System Information.

| <i>Field</i> | <i>Description</i>    | <i>Min/Max</i> | <i>Cost Voucher</i> | <i>Notes</i>  | <i>Type</i> |
|--------------|-----------------------|----------------|---------------------|---|-------------|
| 1            | Payment Office DoDAAC | 6/6            | M                   | If Pay DoDAAC is MOCAS, then the Administration DoDAAC, Line 10, must be a DCMA activity. | AN          |

**Sample:**

12\*HQ0347^

**Note:**

Standard Pay DoDAACs – FTP inbound with a Standard Pay DoDAAC will only allow document types to be submitted that the Pay DoDAAC is signed up for and activated to receive Standard Workflow Extracts for. If any other document type is submitted for which the Standard Pay DoDAAC is not signed up to receive Standard Extracts, the document will be rejected with an error message.

**1.30 Payment Office Address Information (Line Number 12A)**

**NOTE:** There may be one instance of the Payment Office Address Information per transaction.

| <i>Field</i> | <i>Description</i>            | <i>Min/Max</i> | <i>Cost Voucher</i> | <i>Notes</i>  | <i>Type</i> |
|--------------|-------------------------------|----------------|---------------------|---|-------------|
| 1            | Payment Office Activity       | 1/60           | C                   |   | AN          |
| 2            | Payment Office Activity       | 1/60           | O                   |   | AN          |
| 3            | Payment Office Activity       | 1/60           | O                   |   | AN          |
| 4            | Payment Office Address        | 1/55           | C                   |   | AN          |
| 5            | Payment Office Address        | 1/55           | O                   |   | AN          |
| 6            | Payment Office Address        | 1/55           | O                   |   | AN          |
| 7            | Payment Office Address        | 1/55           | O                   |   | AN          |
| 8            | Payment Office City           | 2/30           | C                   |   | AN          |
| 9            | Payment Office State/Province | 2/2            | C                   |   | AN          |
| 10           | Payment Office ZIP Code       | 1/15           | C                   | If Address is an APO or FPO, then cite the APO or FPO ZIP Code in this Field.   | AN          |
| 11           | Payment Office Country Code   | 2/2            | C                   |   | AN          |
| 12           | Military Qualifier            | 2/2            | C                   | Enter "AR" for Armed Service Location Designator (For APO/FPO).<br>"AR" must be capitalized.  | AN          |
| 13           | Military Location             | 2/6            | C                   | Enter APO/FPO and 2 letter code (i.e. AA, AE, or AP)<br>AA Miami<br>AE New York<br>AP San Francisco<br>"AA," "AE," "AP" must be capitalized.<br>Example: FPO AP, APO AE | AN          |

**Samples:**

U.S. Address

12A\*ABC COMPANY^^^123 Main St^^^Orlando^FL^32043^^^

Non-U.S. Address

12A\*FCC Company^^^123 Main St^^^Bedford^NS^B4B 1G9^CN^^^

U.S. Military Address

12A\*51st Activity Company^^^Camp David^^^^^33043-0525^^AR^FPO AA^

***Notes:***

- If any Address information is entered, then the full name of the Payment Office Activity and Address must also be provided.
- For U.S. Addresses, Fields 1, 4, 8, 9, and 10 are the minimum required to complete the Address. Other Fields are optional.
- For Non-U.S. Addresses, Fields 1, 4, 8, 9, 10, and 11 are the minimum required to complete the Address. Other Fields are optional.
- For U.S. Military Addresses, Fields 1, 4, 10, 12, and 13 are the minimum required to complete the Address. Other Fields are optional.
- If a non-US address does not have a value for Field 9 (State or Province), use NA (not applicable).

**1.31 Service Approver DoDAAC (Line Number 13)**

**NOTE:** There must be one instance of the Service Approver DoDAAC Information per transaction.

| <i>Field</i> | <i>Description</i>         | <i>Min/Max</i> | <i>Cost Voucher</i> | <i>Notes</i>  | <i>Type</i> |
|--------------|----------------------------|----------------|---------------------|---|-------------|
| 1            | Service Approver DoDAAC    | 6/6            | M                   | For EBS, Service Approver must be a non-DSS DoDAAC. | AN          |
| 2            | Service Approver Extension | 1/6            | C                   |   | AN          |

***Sample:***

13\*W45G19^^

13\*W45G19^13342^

**1.32 Service Approver Address Information (Line Number 13A)**

**NOTE:** There may be one instance of the Service Approver Address Information per transaction.

| <i>Field</i> | <i>Description</i>              | <i>Min/Max</i> | <i>Cost Voucher</i> | <i>Notes</i>  | <i>Type</i> |
|--------------|---------------------------------|----------------|---------------------|---|-------------|
| 1            | Service Approver Activity       | 1/60           | C                   |   | AN          |
| 2            | Service Approver Activity       | 1/60           | O                   |   | AN          |
| 3            | Service Approver Activity       | 1/60           | O                   |   | AN          |
| 4            | Service Approver Address        | 1/55           | C                   |   | AN          |
| 5            | Service Approver Address        | 1/55           | O                   |   | AN          |
| 6            | Service Approver Address        | 1/55           | O                   |   | AN          |
| 7            | Service Approver Address        | 1/55           | O                   |   | AN          |
| 8            | Service Approver City           | 2/30           | C                   |   | AN          |
| 9            | Service Approver State/Province | 2/2            | C                   |   | AN          |
| 10           | Service Approver ZIP Code       | 1/15           | C                   | If Address is an APO or FPO, then cite the APO or FPO ZIP Code in this Field.   | AN          |
| 11           | Service Approver Country Code   | 2/2            | C                   |   | AN          |
| 12           | Military Qualifier              | 2/2            | C                   | Enter "AR" for Armed Service Location Designator (For APO/FPO).<br>"AR" must be capitalized.  | AN          |
| 13           | Military Location               | 2/6            | C                   | Enter APO/FPO and 2 letter code (i.e. AA, AE, or AP)<br>AA Miami<br>AE New York<br>AP San Francisco<br>"AA," "AE," "AP" must be capitalized.<br>Example: FPO AP, APO AE | AN          |

***Samples:***

## U.S. Address

13A\*ABC COMPANY^^^123 Main St^^^Orlando^FL^32043^^^

## Non-U.S. Address

13A\*FCC Company^^123 Main St^^^Bedford^NS^B4B 1G9^CN^^

## U.S. Military Address

13A\*51st Activity Company^^Camp David^^^^^33043-0525^^AR^FPO AA^

***Notes:***

- If any Address information is entered, then the full name of the Service Approver Activity and Address must also be provided.
- For U.S. Addresses, Fields 1, 4, 8, 9, and 10 are the minimum required to complete the Address. Other Fields are optional.
- For Non-U.S. Addresses, Fields 1, 4, 8, 9, 10, and 11 are the minimum required to complete the Address. Other Fields are optional.
- For U.S. Military Addresses, Fields 1, 4, 10, 12, and 13 are the minimum required to complete the Address. Other Fields are optional.
- If a non-US address does not have a value for Field 9 (State or Province), use NA (not applicable).

**1.33 Local Processing Office DoDAAC (Line Number 13B)**

**NOTE:** There may be one instance of the Local Processing Office DoDAAC Information per transaction. LPO is mandatory for One Pay.

| <i>Field</i> | <i>Description</i>                | <i>Min/Max</i> | <i>Cost Voucher</i> | <i>Notes</i>  | <i>Type</i> |
|--------------|-----------------------------------|----------------|---------------------|---|-------------|
| 1            | Local Processing Office DoDAAC    | 6/6            | O                   | Not used.   | AN          |
|              | One Pay                           | 6/6            | M                   |   |             |
|              | MOCAS, EBS                        | N/A            | N/A                 |   |             |
| 2            | Local Processing Office Extension | 1/6            | C                   | If Local Processing Office DoDAAC is not entered, then this Field must be left blank.<br><br>If Local Processing Office DoDAAC is entered, then this Field is optional. | AN          |

**Sample:**

13B\*N00421^^

13B\*N00421^0076^

**Notes:**

- LPO is mandatory on One Pay Cost Vouchers.
- Standard Pay DoDAAC LPO Edit – WAWF does not allow the entry of an LPO Location Code if the Pay office on the document is a Standard Pay DoDAAC. If an LPO is given, the file will reject with an error message.
- If Line Number 6B, Field 1 is “Y”, then LPO must be a SUPSHIP DoDAAC.



**1.34 Local Processing Office Address Information (Line Number 13C)**

**NOTES:** There may be one instance of the Local Processing Office Address Information per transaction.

The following Fields must be blank if Local Processing Office DoDAAC, Line Number 13B, Field 1 is not entered.

| <i>Field</i> | <i>Description</i>                     | <i>Min/Max</i> | <i>Cost Voucher</i> | <i>Notes</i>  | <i>Type</i> |
|--------------|--|----------------|---------------------|---|-------------|
| 1            | Local Processing Office Activity       | 1/60           | C                   |   | AN          |
| 2            | Local Processing Office Activity       | 1/60           | O                   |   | AN          |
| 3            | Local Processing Office Activity       | 1/60           | O                   |   | AN          |
| 4            | Local Processing Office Address        | 1/55           | C                   |   | AN          |
| 5            | Local Processing Office Address        | 1/55           | O                   |   | AN          |
| 6            | Local Processing Office Address        | 1/55           | O                   |   | AN          |
| 7            | Local Processing Office Address        | 1/55           | O                   |   | AN          |
| 8            | Local Processing Office City           | 2/30           | C                   |   | AN          |
| 9            | Local Processing Office State/Province | 2/2            | C                   |   | AN          |
| 10           | Local Processing Office ZIP Code       | 1/15           | C                   | If Address is an APO or FPO, then cite the APO or FPO ZIP Code in this Field.   | AN          |
| 11           | Local Processing Office Country Code   | 2/2            | C                   |   | AN          |
| 12           | Military Qualifier                     | 2/2            | C                   | Enter "AR" for Armed Service Location Designator (For APO/FPO).<br>"AR" must be capitalized.  | AN          |
| 13           | Military Location                      | 2/6            | C                   | Enter APO/FPO and 2 letter code (i.e. AA, AE, or AP)<br>AA Miami<br>AE New York<br>AP San Francisco<br>"AA," "AE," "AP" must be capitalized.<br>Example: FPO AP, APO AE | AN          |

**Samples:**

U.S. Address

13C\*ABC COMPANY^^^123 Main St^^^Orlando^FL^32043^^^

Non-U.S. Address

13C\*FCC Company^^^123 Main St^^^Bedford^NS^B4B 1G9^CN^^^

**U.S. Military Address**

13C\*51st Activity Company^^^Camp David^^^^^^33043-0525^^AR^FPO AA^

***Notes:***

- If any Address information is entered, then the full name of the LPO Activity and Address must also be provided.
- For U.S. Addresses, Fields 1, 4, 8, 9, and 10 are the minimum required to complete the Address. Other Fields are optional.
- For Non-U.S. Addresses, Fields 1, 4, 8, 9, 10, and 11 are the minimum required to complete the Address. Other Fields are optional.
- For U.S. Military Addresses, Fields 1, 4, 10, 12, and 13 are the minimum required to complete the Address. Other Fields are optional.
- If a non-US address does not have a value for Field 9 (State or Province), use NA (not applicable).

**1.35 Mark For Delivery DoDAAC (Line Number 14) – Skip this Line**

**1.36 Mark For Delivery Address Information (Line Number 14A) – Skip this Line**

**1.37 Mark For Delivery Comments (Line Number 14B) – Skip this Line**

**1.38 Mark For Delivery Secondary Comments (Line Number 14C) – Skip this Line**

**1.39 Line Item Information (Line Number 15)**

LOOP ID: Line Number - 15

**NOTES:** There must be one instance of Line Item Information per transaction. Up to 999 instances may be used per transaction.

Total of all Loops cannot exceed 10 billion. The total amount for each Line Item is determined by multiplying the Quantity Shipped by the Unit Price.

The total dollar amount of all line items cannot be less than zero. This is a calculated amount in the WAWF application, not included in the FTP transaction.

| <i>Field</i> | <i>Description</i>   | <i>Min/Max</i> | <i>Cost Voucher</i> | <i>Notes</i>  | <i>Type</i> |
|--------------|----------------------|----------------|---------------------|---|-------------|
| 1            | Line Item            | 1/6            | M                   | This Field may contain a CLIN/SLIN or ELIN, Tax Code, or Miscellaneous Fee / Charge/ Allowance. Taxes and Miscellaneous Fees are at the document level not subordinate to the individual Line Items. See list below for Tax / Fee / Charge / Allowance Codes.<br><br>If a CLIN/SLIN/ELIN is sent in lowercase characters, then they will be converted to uppercase.<br><br>The letters "I" and "O" may not be used within the Line Item Number. | AN/ID       |
|              | IAPS-E, CAPS-C/W     | 4 or 6         | M                   | 4 AN or 6 AN  |             |
|              | MOCAS                | 4 or 6         | M                   | 4N, 4N2A, 1A3AN, "NONE" or "NONE"NN   |             |
|              | One Pay              | 4 or 6         | M                   | 4 N or 4 N PLUS 2 A   |             |
|              | Navy ERP             | 4 or 6         | M                   | CLIN (4N), SLIN (4N + 2AN) or ELIN (1A + 3AN)   |             |
|              | EBS                  | 4 or 6         | M                   | 4 N or 4 N PLUS 2 A   |             |
| 2            | Line Item Type       | 1/1            | M                   | See list below  | ID          |
| 3            | GFE/P                | 1/1            | O                   | Use this Field only if Field 1 is a CLIN/SLIN/ELIN.<br><br>Enter a capitalized "Y" for Yes or "N" for No. If left blank, will default to "N".   | ID          |
|              | One Pay, IAPS-E, EBS | N/A            | N/A                 | Not used.   |             |

***Samples:***

15\*0001^1^N^ (CLIN)  
 15\*0001AA^1^N^ (SLIN)  
 15\*A001^1^N^ (ELIN)  
 15\*F460^2^^ (Misc. Fee)

**Field 1 – Fees / Charges**

B050 Certification  
 B570 Container Deposits  
 B660 Continuous Mileage  
 C040 Delivery  
 D340 Goods & Services  
 D900 Installation  
 D980 Insurance  
 F110 Overrun Charge  
 F155 Packaging  
 F460 Postage  
 F650 Preparation  
 F920 Quantity Surcharge  
 I260 Transportation Direct Billing  
 F050 Other (see description)  
 F680 Price Deviation  
 F690 Prior Balance

**Field 1 – Allowances**

B560 Container Allowance  
 B950 Damaged Merchandise  
 C310 Discount  
 D350 Goods & Services Credit  
 F810 Promotional Discount  
 F910 Quantity Discount  
 I170 Trade Discount  
 I180 Trade In  
 F050 Other (see description)  
 F680 Price Deviation  
 F690 Prior Balance  
 I260 Transportation & Direct Billing

**Field 1 – Taxes**

CA City Tax  
 F1 FICA Tax  
 FD Federal Tax  
 FI Fed. Income Tax Withholding  
 FT Federal Excise Tax  
 GR Gross Receipts Tax  
 LO Local Tax (Not Sales Tax)  
 LS State & Local Sales Tax  
 SA State Fuel Tax  
 SE State Excise Tax

**Field 2 – Line Item Type**

1 CLIN/SLIN  
 2 Fee / Charge  
 3 Allowance  
 4 Tax

**Payment Systems Requirement Notes:**

- **All Entitlement Systems** require the attachment of a document substantiating miscellaneous transportation charges greater than \$100.



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**MOCAS:**

- Only one Miscellaneous Fee can be included on a document: only F460 or I260 is allowed.
- Taxes and allowances are not allowed.

**EBS:**

- Miscellaneous Fees – only one Miscellaneous Fee can be included on a document; only Code I260 is allowed.
- Charge is limited to <\$250.00.
- Taxes and allowances are not allowed.

**One Pay/Navy ERP:**

- Miscellaneous Fees – Any valid Miscellaneous Fee is allowed with the exception of the following:
  - If Vendor wants to bill for Direct Transportation Charges (Miscellaneous Fees Code I260), Line 16A (Description) is mandatory and the Vendor must submit the amount as CLIN 9999, with line item type of 1, Product/Service ID of “NONE,” Product/Service ID Qualifier of VP, quantity of 1, unit of measure of EA, and Unit Price of the amount they are claiming.
- Only three fees and allowances combined will be allowed.
- Miscellaneous Allowances – All Allowances allowed, however, as with Miscellaneous Fees, only a total of 3 fees and allowances combined will be allowed.
- Taxes – All Taxes allowed, however, only 3 taxes will be allowed.
- Taxes, Charges, and Allowances are not permitted for One Pay Cost Vouchers associated with Navy Shipbuilding (Line Number 6B, Field 1 = "Y").

**CAPS-C/W:**

- Miscellaneous Fees – Only valid value is I260.
- Miscellaneous Allowances & Taxes are allowed.

**IAPS-E:**

- Miscellaneous Fees – only values allowed are: B050, B570, B660, C040, D340, D900, D980, F050, F110, F155, F460, F650, F680, F920, and I260.
- Miscellaneous Allowances – only values allowed are: B560, B950, C310, D350, F050, F680, F810, F910, I170, and I180.

- Each value may be entered only once per document. A maximum of 25 Miscellaneous Fees and Miscellaneous Allowances combined will be allowed per document.
- Taxes – only the following values are allowed: CA, FD, FI, FT, GR, LO, LS, SA, and SE. Each value may be entered only once per document. This is an optional Field on Invoices and Invoice 2n1s.

**Standard:**

- Taxes, Charges, and Allowances are not permitted for Standard Cost Vouchers associated with Navy Shipbuilding (Line Number 6B, Field 1 = "Y").

**1.40 Line Level Long Line of Accounting Data (Line Number 15A) – Skip this Line**

**1.41 Purchase Request Number (Line Number 15F)**

**NOTES:** There may one instance of this line per line item loop.

| <i>Field</i> | <i>Description</i>         | <i>Min/<br/>Max</i> | <i>Cost<br/>Voucher</i> | <i>Notes</i> | <i>Type</i> |
|--------------|----------------------------|---------------------|-------------------------|--------------|-------------|
| 1            | Purchase Request<br>Number | 1/30                | O                       |              | AN          |

***Sample:***

15F\*PRN0001^

**1.42 Product/Service ID Information (Line Number 16)**

LOOP ID: Line Number - 15

**NOTES:** There may be one instance of the Product/Service ID Information per Line Item Loop.

If an NSN is available, use “FS” in Field 2 and the associated number in Field 1.

If an NSN is not available, enter pertinent information associated with the shipment codes, e.g. "CL" in Field 2, or "Blue" in Field 1.

If an NSN or other pertinent information is not associated with the shipment, use any code other than “FS” in Field 2 with the word “NONE” in Field 1.

| <i>Field</i> | <i>Description</i>           | <i>Min/Max</i> | <i>Cost Voucher</i> | <i>Notes</i>   | <i>Type</i> |
|--------------|------------------------------|----------------|---------------------|--|-------------|
| 1            | Product/Service ID           | 1/48           | C                   | <p>If FS is used in Field 2, then Product/Service ID must be 13 numeric characters.</p> <p>If N4 is used in Field 2, then Product/Service ID must be numeric</p> <p>If the Line Item Type in Line Number 15, Field 2, is “1” this Field is mandatory.</p> <p>If the Line Item Type in Line Number 15, Field 2, is not “1” this Field is N/A.</p> | AN          |
| 2            | Product/Service ID Qualifier | 2/2            | C                   | <p>Please refer to the Product/Service ID Qualifier Codes table maintained under the "Lookup" tab on the WAWF website.</p> <p>Codes must be capitalized.</p> <p>If the Line Item Type in Line Number 15, Field 2, is “1” this Field is mandatory. If the Line Item Type in Line Number 15, Field 2, is not “1” this Field is N/A.</p>            | ID          |
|              | EBS                          | 2/2            | C                   | <p>Only FS, IB, MG, N4, SV, SW, UK, UX, VC, and VP are allowed for the EBS Payment System.</p>   |             |

**Sample:**

16\* ProductServiceID1^FT^

**1.43 Line Item Description (Line Number 16A)**

LOOP ID: Line Number - 15

**NOTES:** There may be one to 25 instances of the Line Item Description per Line Item Loop.

If Line Item Descriptions exceed 25 instances, additional data may be provided via an attachment. (Lines 25/26)

| <i>Field</i> | <i>Description</i> | <i>Min/Max</i> | <i>Cost Voucher</i> | <i>Notes</i>   | <i>Type</i> |
|--------------|--------------------|----------------|---------------------|--|-------------|
| 1            | Description        | 1/75           | C                   | <p>If the Line Item Type Line Number 15, Field 2, is "1" this Field is mandatory.</p> <p>If the Line Item Type Line Number 15, Field 2, is not "1" this Field is optional.</p> <p>If the Line Item Type Line Number 15, Field 2, is not "1" and this Field is not entered, it will default to the Description of the Fee / Allowance / Tax. See Line 15.</p> | AN          |

***Samples:***

16A\*pound claw hammer-rubber grip^ (Sample for CLIN/SLIN)

16A\*transportation direct billing^ (Sample for MISC Fee)

**1.44 ACRN, SDN, & Line Level AAA (Line Number 16B)****LOOP ID:** Line Number - 15**NOTES:** There may be one instance of the ACRN and SDN per Line Item Loop.

For reporting multiple ACRNs and Price Information, use Line 16G instead. If Line 16G, Field 1 is used, then Line 16B, Field 1 is not allowed. If Line 16B, Field 1 is used, then Line 16G, Field 1 is not allowed.

If Line 16G is used for submitting multiple ACRN & Price Information, then usage of Field 1 on Line 16B is not allowed.

| <i>Field</i> | <i>Description</i> | <i>Min/Max</i> | <i>Cost Voucher</i> | <i>Notes</i>  | <i>Type</i> |
|--------------|--------------------|----------------|---------------------|---|-------------|
| 1            | ACRN               | 2/2            | C                   | This Field is optional if the Line Item Type in Line Number 15, Field 2, is "1."<br>This Field is N/A if the Line Item Type in Line Number 15, Field 2, is not "1."<br>The ACRN is converted to uppercase.  | AN          |
|              | One Pay            | N/A            | N/A                 | Not used for One Pay. Report single and multiple ACRNs on Line 16G instead.   |             |
| 2            | SDN                | 1/30           | C                   | This Field is optional if the Line Item Type in Line Number 15, Field 2, is "1."<br>This Field is N/A if the Line Item Type in Line Number 15, Field 2, is not "1."<br>The SDN is not converted to uppercase.   | AN          |
|              | One Pay            | 13/15          | C                   | Standard Document Number (SDN) must be 13, 14 or 15 alphanumeric characters for One Pay when AAI is not found in the DOD AAI table.<br>Standard Document Number (SDN) must be 9, 13, 14 or 15 alphanumeric characters for One Pay when AAI is found in the DOD AAI table. |             |
| 3            | AAA                | 6/6            | C                   | AAA is only allowed on One Pay and Navy ERP.  | AN          |

**Sample:**

16B\*AA^3749379823^067443^

**Note:**

- If Line 6B, Field 1 (NSI Indicator) is "Y", then multiple ACRNs are not allowed.

**1.45 MILSTRIP Information (Line Number 16C) – Skip this Line**



**1.46 Unique Identifier Header Info (UID) (Line Number 16D) – Skip this Line**

**1.47 Unique Identifier Description Info (UID) (Line Number 16E) – Skip this Line**

**1.48 Unique Identifier Description Info (UID) (Line Number 16F) – Skip this Line**

**1.49 Multiple ACRN & Price Information (Line Number 16G)****LOOP ID:** Line Number - 15**NOTES:** There may be one or more instances of Line 16G per Line Item Loop.

Use Line 16G to report multiple ACRNs and Price Information. For One Pay, use Line 16G to report single and multiple ACRNs.

Line 16G is limited to MOCAS, IAPS-E, and One Pay pay systems only.

If Line 16G is used for submitting multiple ACRN and Price Information, then usage of Field 1 on Line 16B is not allowed.

| <i>Field</i> | <i>Description</i> | <i>Min/<br/>Max</i> | <i>Cost Voucher</i> | <i>Notes</i>   | <i>Type</i> |
|--------------|--------------------|---------------------|---------------------|--|-------------|
| 1            | ACRN               | 2/2                 | C                   |  | AN          |
| 2            | ACRN Price         | 1/14                | O                   | Negative amount allowed. This Field is affected by currency code. See notes below. | R10.2       |
|              | One Pay            |                     | C                   | If ACRN is entered in Field 1, then this Field is Mandatory.                       |             |

***Samples:***

16G\*AA^500^

16G\*AB^300^

16G\*AC^-200^

***Notes:***

- The ACRN amount total must balance with the Line Item total of the document.
- If Line 6B, Field 1 is “Y”, then multiple ACRNs are not allowed.
- For One Pay, ACRN amount must be between -999,999,999.99 and 999,999,999.99 and can only contain up to 2 digits to the right of the decimal. For all other pay systems, ACRN amount must be between -9,999,999,999.99 and 9,999,999,999.99 and can only contain up to 2 digits to the right of the decimal.

**Field 2 – ACRN Price**

- Minimum/Maximum allowable field sizes for all monetary fields other than Unit Price will be affected when using foreign currencies.
- The system will pad zeroes to right of the decimal point up to the number of digits allowed for a Currency Code.
- The system will drop zeroes to the right of the decimal point if they exceed the number of digits allowed for a Currency Code.
- If a non-zero number is given to the right of the maximum number of allowable decimal places as specified by the Currency Code, an error will be given.
- For currencies that allow more than 2 positions to the right of the decimal, the number of digits that may be entered left of the decimal point will be decreased to accommodate the extra digits allowed past the decimal. For instance, a monetary field that allows a maximum field size of 8.2 would allow a maximum field size of 7.3 when using a foreign currency that allows 3 decimal positions.
- For currencies that allow less than 2 positions to the right of the decimal, the number of digits that may be entered left of the decimal point will remain unchanged.

**1.50 Chargeable Fiscal Year (Line 16H) – Skip this Line**

**1.51 ACRN Level Long Line of Accounting Data (Line 16I) – Skip this Line.**

**1.52 Reference Shipment Numbers & Amounts - ACRN Level (Line Number 16J) – Skip this Line.**



**1.53 Transportation Indicator (Line Number 16K) – Skip This Line**

**1.54 Quantity Shipped/Invoiced or Provided Information (Line Number 17)**

LOOP ID: Line Number - 15

**NOTE:** There may be one instance of the Quantity Invoice per Line Item Loop.

| <i>Field</i> | <i>Description</i>                                  | <i>Min/Max</i> | <i>Cost Voucher</i> | <i>Notes</i>  | <i>Type</i>  |
|--------------|---|----------------|---------------------|---|--------------|
| 1            | Quantity Shipped / Invoiced or Provided Information | 1/11           | C                   | Enter 1. If another value is entered, it will be multiplied by the Unit Price provided in Line Number 19, Field 1 and the product will be saved as the Unit Price. Quantity Invoiced will then be defaulted to 1.<br><br>If the Line Item Type in Line Number 15, Field 2, is "1," then this Field is mandatory.<br><br>If the Line Item, Line Number 15, Field 2 is not "1," then this Field is "N/A."<br><br>Number allows 8 before the decimal and 2 after (R8.2). | R8.2         |
|              | MOCAS   | 1/8            | C                   | No decimals allowed.  | N            |
|              | EBS   | 1/11           | C                   | If decimals are submitted, there may be 8 to the left and 2 to the right of the decimal, or 7 to the left and 3 to the right of the decimal.<br><br>If DSS or DMLSS Ship To, Quantity must be a whole number with maximum field size of 10.   | R8.2 or R7.3 |
| 2            | Ship Advice Code                                    | N/A            | N/A                 | Not used.   | N/A          |
| 3            | Actual Quantity                                     | N/A            | N/A                 | Not used.   | N/A          |

**Sample:**

17\*1^^^

**1.55 Unit of Measure Code (Line Number 18)**

LOOP ID: Line Number - 15

**NOTE:** There may be one instance of the Unit of Measure Code per Line Item Loop. This line is only used when Line Number 15, Field 2, is "1".

| <i>Field</i> | <i>Description</i>   | <i>Min/Max</i> | <i>Cost Voucher</i> | <i>Notes</i>   | <i>Type</i> |
|--------------|----------------------|----------------|---------------------|--|-------------|
| 1            | Unit of Measure Code | 2/2            | C                   | <p>Enter M4. If another value is entered, it will be ignored and defaulted to M4. When 'LO' (Lot) is used as the Unit of Measure and 0 is reported for Quantity Shipped, the total for the Line Item will be computed to be the Unit Price amount.</p> <p>If the Line Item Type in Line Number 15, Field 2 is "1," then this Field is mandatory.</p> <p>If the Line Item Type in Line Number 15, Field 2 is not "1," then this Field is "N/A."</p> <p>WAWF only accepts X12 Unit of Measure Codes. Refer to the WAWF website under the Lookup dropdown for the Units of Measure Table.</p> <p>If a Unit of Measure code is entered, then it must be capitalized.</p> | AN          |

**Sample:**

18\*M4^

**1.56 Unit Price/Amount (Line Number 19)**

LOOP ID: Line Number - 15

**NOTES:** There may be one instance of the Unit Price/Amount per Line Item Loop.

This line is only used when Line Number 15, Field 2, is “1”.

| <i>Field</i> | <i>Description</i> | <i>Min/Max</i> | <i>Cost Voucher</i> | <i>Notes</i>  | <i>Type</i> |
|--------------|--------------------|----------------|---------------------|---|-------------|
| 1            | Unit Price         | 1/16           | C                   | If the Line Item Type in Line Number 15, Field 2 is “1”, then this is the Unit Price.   | R9.6        |
|              |                    |                |                     | If the Line Item Type in Line Number 15, Field 2, is “2”, “3”, or “4” then this is the amount of the Fee, Allowance, or Tax. Fees, Allowances and Taxes are affected by currency code. See notes below. | R9.2        |
|              |                    |                |                     | If a value other than 1 was provided for the Quantity Invoiced in Line Number 17, Field 1, it will be multiplied by the Unit Price provided and the product will be saved as the Unit Price.            | R9.6        |
|              | MOCAS, One Pay     | 1/15           | C                   | For Unit Price, Allows up to 5 positions to the right of the decimal point; however, a decimal is not required in this Field. See Notes for Line 15 for dollar limits on Fees/Allowances/Taxes.         | R9. 5       |
|              | EBS                | 1/15           | C                   | Allows up to 6 positions to the right of the decimal point; however, a decimal is not required in this Field. Amount for transportation charges must be less than \$250.00.                             | R9.6        |

**Sample:**

19\*123.23^

**Field 1 – Fees, Allowances and Taxes**

- Minimum/Maximum allowable field sizes for all monetary fields other than Unit Price will be affected when using foreign currencies.

- The system will pad zeroes to right of the decimal point up to the number of digits allowed for a Currency Code.
- The system will drop zeroes to the right of the decimal point if they exceed the number of digits allowed for a Currency Code.
- If a non-zero number is given to the right of the maximum number of allowable decimal places as specified by the Currency Code, an error will be given.
- For currencies that allow more than 2 positions to the right of the decimal, the number of digits that may be entered left of the decimal point will be decreased to accommodate the extra digits allowed past the decimal. For instance, a monetary field that allows a maximum field size of 8.2 would allow a maximum field size of 7.3 when using a foreign currency that allows 3 decimal positions.
- For currencies that allow less than 2 positions to the right of the decimal, the number of digits that may be entered left of the decimal point will remain unchanged.

**1.57 Issue By DoDAAC (Line Number 20)**

**NOTE:** There may be one instance of the Issue By DoDAAC Information per transaction.

| <i>Field</i> | <i>Description</i> | <i>Min/Max</i> | <i>Cost Voucher</i> | <i>Notes</i>  | <i>Type</i> |
|--------------|--------------------|----------------|---------------------|---|-------------|
| 1            | Issue By DoDAAC    | 6/6            | O                   | If the Issue By DoDAAC is available for Navy Shipbuilding transactions, it should be entered.<br><br>If the Issue By DoDAAC is not provided, this Field will be populated from EDA if the information is available. | AN          |

**Sample:**

20\*N00383^

**1.58 Issue By Address Information (Line Number 20A)**

**NOTES:** There may be one instance of the Issue By Address Information per transaction.

The following Fields must be blank if Issue By DoDAAC (Line Number 20, Field 1) is not entered.

| <i>Field</i> | <i>Description</i>      | <i>Min/Max</i> | <i>Cost Voucher</i> | <i>Notes</i>  | <i>Type</i> |
|--------------|-------------------------|----------------|---------------------|---|-------------|
| 1            | Issue By Activity       | 1/60           | C                   |   | AN          |
| 2            | Issue By Activity       | 1/60           | O                   |   | AN          |
| 3            | Issue By Activity       | 1/60           | O                   |   | AN          |
| 4            | Issue By Address        | 1/55           | C                   |   | AN          |
| 5            | Issue By Address        | 1/55           | O                   |   | AN          |
| 6            | Issue By Address        | 1/55           | O                   |   | AN          |
| 7            | Issue By Address        | 1/55           | O                   |   | AN          |
| 8            | Issue By City           | 2/30           | C                   |   | AN          |
| 9            | Issue By State/Province | 2/2            | C                   |   | AN          |
| 10           | Issue By ZIP Code       | 1/15           | C                   | If Address is an APO or FPO, then cite the APO or FPO ZIP Code in this Field.   | AN          |
| 11           | Issue By Country Code   | 2/2            | C                   |   | AN          |
| 12           | Military Qualifier      | 2/2            | C                   | Enter "AR" for Armed Service Location Designator (For APO/FPO).<br>"AR" must be capitalized.  | AN          |
| 13           | Military Location       | 2/6            | C                   | Enter APO/FPO and 2 letter code (i.e. AA, AE, or AP)<br>AA Miami<br>AE New York<br>AP San Francisco<br>"AA," "AE," "AP" must be capitalized.<br>Example: FPO AP, APO AE | AN          |

***Samples:***

U.S. Address

20A\*ABC COMPANY^^^123 Main St^^^Orlando^FL^32043^^^

**Non-U.S. Address**

20A\*FCC Company^^^123 Main St^^^^Bedford^NS^B4B 1G9^CN^^^

**U.S. Military Address**

20A\*51st Activity Company^^^Camp David^^^^^^33043-0525^^AR^FPO AA^

**Notes:**

- If any Address information is entered, then the full name of the Issue By and Address must also be provided.
- For U.S. Addresses, Fields 1, 4, 8, 9, and 10 are the minimum required to complete the Address. Other Fields are optional.
- For Non-U.S. Addresses, Fields 1, 4, 8, 9, 10, and 11 are the minimum required to complete the Address. Other Fields are optional.
- For U.S. Military Addresses, Fields 1, 4, 10, 12, and 13 are the minimum required to complete the Address. Other Fields are optional.
- If a non-US address does not have a value for Field 9 (State or Province), use NA (not applicable).



**1.59 Weight Information (Line Number 21) – Skip this Line**

**1.60 ARP and COC & Construction Certificate Information (Line Number 21A) – Skip this Line**

**1.61 Delivery Date (Line Number 22) – Skip this Line**

**1.62 Comments (Line Number 23)**

**NOTES:** There may be one to 25 instances of the Comments per transaction.

Comments are required if there is a previously submitted final Invoice against the Contract Number and Delivery Order.

| <i>Field</i> | <i>Description</i> | <i>Min/Max</i> | <i>Cost Voucher</i> | <i>Notes</i> | <i>Type</i> |
|--------------|--------------------|----------------|---------------------|--------------|-------------|
| 1            | Initiator Comments | 1/75           | C                   |              | AN          |

**Sample:**

23\*This is a comment for the whole document^

**1.63 Accounting Data – FORM LEVEL (Line Number 24) – Skip this Line**

**1.64 Attachment Indicator (Line Number 25)**

**NOTE:** There must be one instance of the Attachment Indicator per transaction.

| <i>Field</i> | <i>Description</i>   | <i>Min/Max</i> | <i>Cost Voucher</i> | <i>Notes</i>                                   | <i>Type</i> |
|--------------|----------------------|----------------|---------------------|--|-------------|
| 1            | Attachment Indicator | 1/1            | M                   | Enter a capitalized "Y" for Yes or "N" for No. | ID          |

**Sample:**

25\*Y^

**1.65 Attachment Files (Line Number 26)**

**NOTES:** There may be multiple instances of the Attachment Files per transaction.

When attachments are included with documents submitted via SFTP, if document submission fails in WAWF, the attachment must be resubmitted at the same time the document is resubmitted.

Ensure that all attachments are sent prior to the FTP file.

| <i>Field</i> | <i>Description</i> | <i>Min/Max</i> | <i>Cost Voucher</i> | <i>Notes</i>  | <i>Type</i> |
|--------------|--------------------|----------------|---------------------|---|-------------|
| 1            | Attachment Files   | 1/100          | C                   | <p>If the Attachment in Line Number 25, Field 1, is "Y," then this Field is mandatory.</p> <p>This Field will contain the name of the file to be attached to the document.</p> <p>File names must be unique. If a file name is sent that already exists, then the existing file will be overwritten.</p> <p>If the same file must be attached to multiple documents, then vary the file name slightly for each Attachment.</p> <p>WAWF will accept the following types of attachments:</p> <p>BMP: Bitmap</p> <p>DOC: Microsoft Word Application</p> <p>HTM: Hypertext Markup</p> <p>HTML: Hypertext Markup Language</p> <p>JPG: Joint Photographic Exerts Group Format</p> <p>MSG: Microsoft Outlook Application.</p> <p>PDF: Adobe Acrobat Portable Document Format</p> <p>PPT: Microsoft PowerPoint Application</p> <p>RTF: Rich Text Format</p> <p>TIF: Tagged Image File</p> | ID          |

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|  |  |  |  |                                  |  |
|--|--|--|--|----------------------------------|--|
|  |  |  |  | Format                           |  |
|  |  |  |  | TXT: Plain text format           |  |
|  |  |  |  | XLS: Microsoft Excel Application |  |

***Sample:***

26\*document.doc

***Notes:***

- The naming convention for attachments is as follows: Only underscores may be used in the file name. No spaces or special characters are allowed in the file name.
- The document name is case sensitive and must exactly match the name of the attachment being sent.
- The attachment must be submitted prior to the submission of the transaction. If multiple attachments are submitted, they must have unique names.
- If for any reason the original transaction with an attachment fails import to WAWF, the attachments must be resubmitted as well as the transaction.
- A single attachment file may not exceed 5 megabytes. Multiple attachment files may be submitted.

***Example:*** CAGEx\_ccyymmdd.XXX (no spaces allowed)



**1.66 SEPARATOR or END (Label SEPARATOR or END)**

**NOTES:** The SEPARATOR (=SEPARATOR=) must be used between transactions when there are multiple transactions in the file. There may be one or more instances of the SEPARATOR per file.

DO NOT USE SEPARATOR IF FILE ONLY CONTAINS ONE DOCUMENT.

There must be one instance of the END (=END=) per file and it must be at the end of the file.

| <i>Field</i> | <i>Description</i> | <i>Min/Max</i> | <i>Cost Voucher</i> | <i>Notes</i>   | <i>Type</i> |
|--------------|--------------------|----------------|---------------------|--|-------------|
| 1            | Separator          | 11/11          | C                   | Use “=SEPARATOR=” to signal that there are more documents in the file. | ID          |
|              | End                | 5/5            | M                   | Use “=END=” to signal that this is the end of the file.                |             |

***Samples:***

=SEPARATOR=

=END=