

DISA TELECOM CREDIT INVOICE

Quick Reference Guide

DISA Telecom Credit Invoice Submission

The Vendor Role is used to create the DISA Telecom Credit Invoice. To create a DISA Telecom Credit Invoice, the initiator must enter FAMIS Pay Official DoDAAC HQ0811 and ensure all required fields are completed accurately. The Vendor will submit a negative Quantity Shipped Value on the CLIN/SLIN tab.

The screenshot shows the WAWF Vendor - Invoice 2-in-1 form. The 'Invoice Credit Type' dropdown menu is open, showing options: 'Output Credit' and 'Administrative Adjustment'. A red text overlay states: 'The Invoice Credit type will be displayed and the Vendor will have the opportunity to populate appropriately.'

The screenshot shows the WAWF Vendor - Invoice 2-in-1 form on the CLIN/SLIN tab. A red text overlay states: 'On the CLIN/SLIN page, the Vendor must enter a negative quantity in the Qty. Shipped field to reflect a credit on the Invoice. The Unit Price will always be positive.'

Highlights

DISA Telecom Credit Invoice

Invoice Credit Type Field

Negative Quantity Shipped Value on the Line

