Vendor Document Level Information Report

Reference Guide
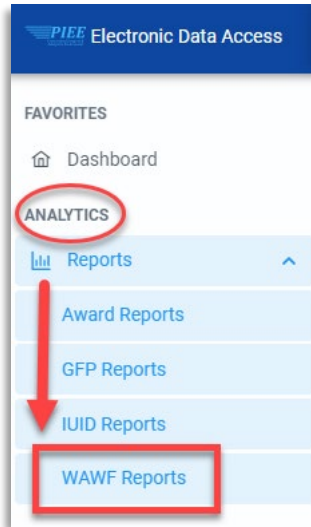
EDA Homepage ⟩ Analytics ⟩ Reports ⟩ WAWF Reports ⟩ Vendor Document Level Information Report

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EDA Roles	Roles with the ability to access Vendor Document Level Information Reports in EDA:
	
	• Vendor
	   o Users with this role will have access to the Vendor Document Level Information Report by CAGE whose contracts are on the report. Vendors do not get access to the report data if they have access to the CAGE + Extension only.
	
	• Vendor View Only
	   o Users with this role will have access to the Vendor Document Level Information Report by CAGE whose contracts are on the report. Vendors do not get access to the report data if they have access to the CAGE + Extension only.
	
	• Acquisition Sensitive Reporting
	   o GSC users with this role will have the ability to access the Vendor Document Level Information report based on Issue by and Contract Number/Delivery Order used when registering for an EDA reporting role at the time of running the report.
	
	• Advanced Reporting
	   o GSC users with this role will have the ability to access the Vendor Document Level Information report based on Issue by and Contract Number/Delivery Order used when registering for an EDA reporting role at the time of running the report.
	
	• Executive Reporting
	   o GSC users with this role will have the ability to view everything on the Vendor Documents Level Information Report.

Search Criteria	The user will navigate to the Vendor Document Level Information Report page by selecting **Analytics** from the EDA Dashboard, selecting the **Reports** dropdown and clicking on the **WAWF Reports** link. Select **Vendor Document Level Information Report** from the WAWF Reports page. The user will navigate to the **Vendor Document Level Information Report** page and enter criteria to retrieve desired data. Search criteria includes: • Submitted Date From • Submitted Date To • Document Type* • Document Status* • Contract Number • CAGE Code • Delivery Order Number • Shipment Number • Invoice Number

Search Criteria page:

Vendor Document Level Information Report Search Criteria

Submitted Date From *

2022/06/08

Submitted Date To *

2022/06/09

Document Type *

Select multiple...

Document Status *

Select multiple...

Contract Number ⓘ

Starts With

CAGE Code *

Select multiple...

Delivery Order Number   —

Delivery Order Number ⓘ

Contains

Shipment Number   —

Shipment Number ⓘ

Contains

Invoice Number   —

Invoice Number ⓘ

Contains

🔍 Search   🔖 Bookmark Search   ⊗ Cancel

Document Type*

To return results with a specific Document Type, select a value from the **Document Type dropdown** menu.

Document types include:

- Commercial Item Financing
- Construction Invoice
- Cost Voucher
- Cost Voucher – Shipbuilding
- Credit Invoice
- Energy Invoice
- Energy Receiving Report
- Fast Pay Invoice

- Grant Voucher
- Invoice
- Invoice 2-in-1
- Miscellaneous Payments
- Navy Construction/Facilities Management Invoice
- Navy Shipbuilding Invoice
- Non-Procurement Instruments (NPI) Voucher
- Performance Based Payment

- Progress Payment
- Receiving Report
- Reparables Receiving Report
- Summary Cost Voucher
- Telecommunications Invoice (Contractual)
- Telecommunications Invoice (Non-Contractual)
- Transfer Performance Evidence Receiving Report

Document Type*

Document Type *
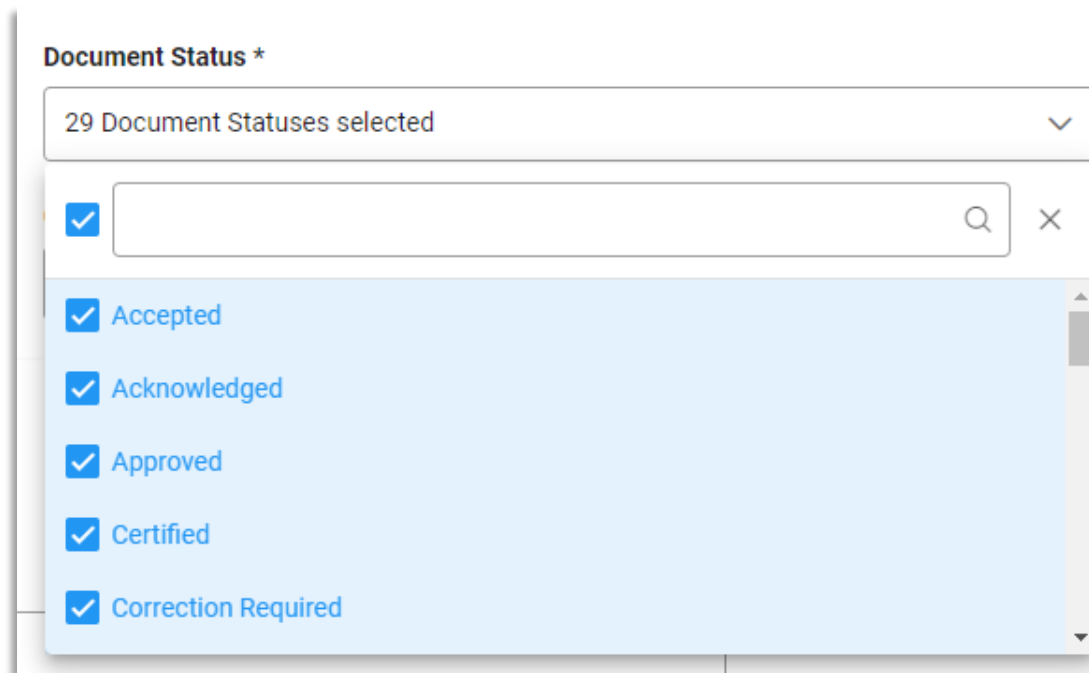
| 23 Document Types selected | ⌄ |

| ☑ | | 🔍 ✕ |

☑ Reparables Receiving Report

☑ Summary Cost Voucher

☑ Telecommunications Invoice (Contractual)

☑ Telecommunications Invoice (Non-Contractual)

☑ Transfer Performance Evidence Receiving Report

Document Status*

To return results with a specific Document Status, select a value from the **Document Status dropdown menu**.
Document Statuses Include:

- Accepted
- Invalid
- Resubmitted
- Correction Required
- Partial
- Suspended - CEFT
- Hold
- Recall Available

- Inspected
- Rejected
- Certified
- Paid
- Suspended
- Extracted
- Processed

- Received
- Approved
- Navy-in-Process
- Submitted
- Draft
- Pre-Inspected
- Void

- Acknowledged
- myInvoice
- Reviewed
- Credit
- Pre-Certified
- Trans Doc Required
- In Process

Document Status *

| 29 Document Statuses selected | ⌄ |

| ☑ | 🔍 ✕ |

☑ Accepted

☑ Acknowledged

☑ Approved

☑ Certified

☑ Correction Required

After the search criteria are entered, the system will return a list of results with the requested criteria.
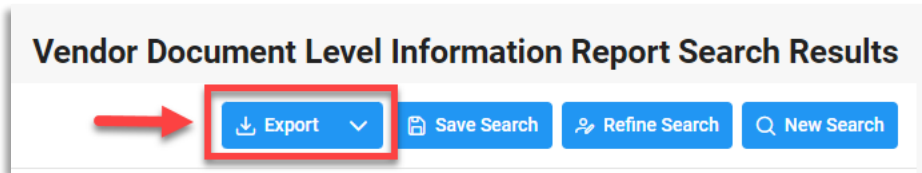
Vendor Document Level Information Report Search Results

Submitted Date ⇅	Contract Number ⇅	Delivery Order Number	Shipment Number ⇅	Invoice Number ⇅	Invoice Amount ⇅	Active Archive Indicator	Document Status ⇅	Do
2021/06/08 19:18:13	HQ033921W0608	3909	BVN0314Z	BVN0314Z	536.00	ACTIVE	Submitted	
2021/06/16 14:13:12	S0152A18S0310		SHP1144		28125.00	ACTIVE	Submitted	
2021/06/16 14:22:40	S0152A18S1643		SHP1353		28125.00	ACTIVE	Submitted	
2021/06/16 14:58:02	S0152A18S0310		SHP1057		494718.00	ACTIVE	Submitted	
2021/06/17 15:29:14	AIMEEIV012345		ARB1127		0.00	ACTIVE	Submitted	
2021/06/17 19:10:43	HQ043215A0813	0010	INV00011		0.00	ACTIVE	Inspected	

Records: 1 to 10   « < 1 2 3 4 5 > »   10 ∨   147 Records Returned
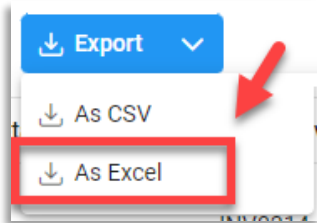
[Export] [Save Search] [Refine Search] [New Search]

Criteria for the WAWF Line Level Report Search Results include:

- Submitted Date
- Invoice Number
- Document Type Code
- Inspect by DoDAAC
- Issue DoDAAC
- LPO DoDAAC
- Invoice Received Date
- Shipment Date
- Inspection Point

- Contract Number
- Invoice Amount
- Combo Type
- Inspect by Ext.
- Ship to DoDAAC
- LPO Ext.
- Acceptance Date
- Final Shipment Indicator
- Acceptance Point

- Delivery Order Number
- Active/Archive Indicator
- Input Type
- CAGE Code
- Ship to Ext.
- Pay DoDAAC
- LPO Certified Date
- Contract Type
- Vendor Invoice Number

- Shipment Number
- Document Status
- Admin DoDAAC
- Contractor Name
- Acceptor DoDAAC
- Invoice Date
- LPO Reject Date
- Final Indicator
- Additional Information

Exporting Search Results

Once the search results are returned, the **Export** buttons will allow the user to export search results in CSV format or Excel format for import to a spreadsheet.
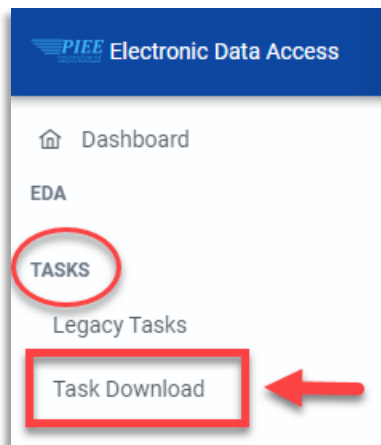

For this guide, the report will be exported as an **Excel** document.

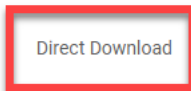
After selecting an export format, to retrieve either export, select the **Task Download** link in the Task dropdown of the EDA Dashboard.

A message will pop-up that the requested download has started. To find the requested download in the Job List and select the **Jobs** button in the Action column.

After clicking the Jobs button, select **Direct Download** from the Download Files window.

Sample Excel spreadsheet:

	A	B	C	D	E	F	G	H	I	J	
1	SUBMITTED DATE	CONTRACT NUMBER	DELIVERY ORDER NUMBER	SHIPMENT NUMBER	INVOICE NUMBER	INVOICE AMOUNT	ACTIVE ARCHIVE INDICATOR	DOCUMENT STATUS	DOCUMENT TYPE CODE	COMBO TYPE	INPUT
2	2022/05/18 19:23:39	SL470122E0513		SHIP850	INV0850	10150.80	ACTIVE	Submitted	CI	COMBO	EDI
3	2022/05/18 19:23:38	SL470122E0513		SHIP850	INV0850	10000.00	ACTIVE	Submitted	RR	COMBO	EDI
4	2022/05/17 14:44:31	HQ033822D0517	HQ033822F0517	SHP1043		2899.65	ACTIVE	Submitted	RRR		WEB
5	2022/05/17 14:33:48	HQ033822P0517		SHP1032		579.30	ACTIVE	Extracted	RR		WEB
6	2022/05/16 18:14:05	N0040614R0078		SHIP123	INV112	100000.00	ACTIVE	Submitted	CI	COMBO	WEB
7	2022/05/16 18:14:04	N0040614R0078		SHIP123	INV112	100000.00	ACTIVE	Submitted	RR	COMBO	WEB
8	2022/05/16 18:04:43	N0040614R0073		SHIP123	INV111	220.00	ACTIVE	Submitted	CI	COMBO	WEB
9	2022/05/16 18:04:43	N0040614R0073		SHIP123	INV111	100.00	ACTIVE	Submitted	RR	COMBO	WEB
10	2022/05/16 17:55:05	N0040614R0075		SHIP123	INV111	24000.00	ACTIVE	Submitted	CI	COMBO	WEB
11	2022/05/16 17:55:04	N0040614R0075		SHIP123	INV111	24000.00	ACTIVE	Submitted	RR	COMBO	WEB
12	2022/05/12 15:05:49	SL470122E0313		SHIP850	INV0850	10200.80	ACTIVE	Submitted	CI	COMBO	EDI
13	2022/05/12 15:05:48	SL470122E0313		SHIP850	INV0850	10000.00	ACTIVE	Submitted	RR	COMBO	EDI
14	2022/05/12 13:32:13	F0300022E0313		SHIP850	INV0850	10000.00	ACTIVE	Submitted	RR	COMBO	EDI
15	2022/05/12 13:32:13	F0300022E0313		SHIP850	INV0850	24500.80	ACTIVE	Submitted	CI	COMBO	EDI
16	2022/05/12 13:01:33	F0300022E0312		SHIP450	INV0450	10125.00	ACTIVE	Submitted	CI	COMBO	EDI
17	2022/05/12 13:01:32	F0300022E0312		SHIP450	INV0450	10000.00	ACTIVE	Submitted	RR	COMBO	EDI
18	2022/05/11 20:40:45	F0300022E0312		SHIP426	INV0426	10000.00	ACTIVE	Submitted	CI	COMBO	EDI
19	2022/05/11 20:39:25	F0300022E0312		SHIP426	INV0426	10000.00	ACTIVE	Submitted	RR	COMBO	EDI
20	2022/05/10 16:46:20	HQ033722W0508	5432	SHP1239		53532.00	ARCHIVE	Processed	RR		WEB