

ATTACHMENT J-0200000-04  
INVOICING PROCEDURES

WAWF	Electronic Invoicing
NAVFAC 7300/30	Naval Facilities Engineering Command Contractor's Invoice
NAVFAC 7300/31	Naval Facilities Engineering Command Contractor's Invoice
NAVFAC 4330-07	Contractor's Release

**WAWF ELECTRONIC INVOICING**

1. Scan invoice and sign off.
2. Go to: wawf.eb.mil and sign on.
3. Click on (+) VENDOR.
4. Click on: Create new document.
5. Enter contract number, DO#, and Cage # (drop down). Continue, Continue.
6. Select Navy Construction/Facilities Management. Continue
7. Next screen leave date as is, add the DoDAAC numbers and Populate CLIN's.
8. Select CLINs number and continue. If no CLINs, select boxes and add info.
9. In HEADER tab, Enter invoice # (the DO#), put today's date.
10. In ADDRESS tab, verify the address.
11. In COMMENTS tab, enter brief description of the job.
12. In LINE ITEM tab, click on ACTION tab. Go to the 2<sup>nd</sup> page of the DO and enter the item number in the ITEM BOX, enter QTY and AMOUNT. This may be filled in already. In Description Box enter brief description of the job.
13. Go to HEADER tab.
14. Create DOCUMENT and hit okay when gray screen pops up.
15. Return to the HEADER tab. You will now have a MISC tab, click on this tab and attach a copy of the scanned document. (Click on the boxes)
16. Go back to the HEADER tab and click on the SUBMIT key to send the invoice to the Government.
17. Add the Contracting Officer to the email list.
18. Submit.

ATTACHMENT J-0200000-04  
INVOICING PROCEDURES  
(Form 7300-30 Invoice)

<b>1. CONTRACTOR'S INVOICE</b>				CAGE Code	
From				Invoice Date	
				Invoice Number	
				DUNS No.	
Contractor's remittance address					
(if different than mailing address, contract requires Modification)					
Contractor POC/Telephone/email for this invoice:					
To:	Contract Specialist:				
<b>Below is a Statement of Performance under Contract</b>				<b>Task Order #</b>	
for			at		
The enclosure provides breakdown of this statement of performance.					
A.	Total value of contract/task order through modification			\$	
B.	Percentage of performance complete			%	
C.	Value of completed performance			\$	
D.	Less total of prior payments			\$	
E.	Amount of this invoice			\$	
	Signature and Title:				
	Date:			Signature of Authorized Representative	
Taxpayer Identification No. (TIN):					
Electronic funds transfer (EFT) banking information (if applicable):					
Navy Design Project Leader/Technical Point-of-Contact (Contractor, please complete)					
<b>2. FIRST ENDORSEMENT</b>					
From:	Accountable Officials: Activity Operations Director (AOD)				
	Project Leader/Technical POC				
To:	Certifying Officer				
<b>1. Payment is recommended as follows:</b>					
A.	Amount of work completed to (date)			\$	
B.	Less:				
	Retention	\$			
	Other Deductions	\$		\$	
C.	Subtotal			\$	
D.	Less previous payments			\$	
E.	Certified amount for payment #		on TO #	\$	
F.	Elapsed contract time (if applicable)				
<b>(EFA use only)</b>					
	Fund Usage Number				



ATTACHMENT J-0200000-04  
INVOICING PROCEDURES  
(Form 4330-7 Contractors Release)

CONTRACTOR'S RELEASE

NAVFAC 4330-7 (6-72)

S/N 0105-LF-001-9100

CONTRACTOR'S RELEASE UNDER CONTRACT \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS: In consideration of the promise and the sum of \_\_\_\_\_

(\$ \_\_\_\_\_ )

lawful money of the United States of America (hereinafter called the "Government") \_\_\_\_\_

(\$ \_\_\_\_\_ )

of which has already been paid and \_\_\_\_\_

(\$ \_\_\_\_\_ ) of which is to be paid

by the Government under the above mentioned contract, the undersigned Contractor does, and by the receipt of said sum shall, for itself, its successors and assigns, remise, release and forever discharge the Government, its officers, agents, and employees, of and from all liabilities, obligations and claims whatsoever in law and in equity under or arising out of said contract.

IN WITNESS WHEREOF, this release has been executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

WITNESSES:

(Contractor)

By:

Title:

IN CASE OF CORPORATION WITNESSES NOT REQUIRED, BUT CERTIFICATE BELOW MUST BE COMPLETED.

I, \_\_\_\_\_, certify that I am the \_\_\_\_\_ secretary  
of the corporation named as Contractor in the foregoing release; that \_\_\_\_\_  
who signed said release on behalf of the Contractor was then \_\_\_\_\_ of said Corporation  
that said release was duly signed for and in behalf of said corporation by authority of its governing body and its within  
scope of its corporate powers.

(Corporate Seal)