

Processing a Stand Alone Invoice - Table of Contents

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Creating a Stand Alone Invoice - Overview

Introduction

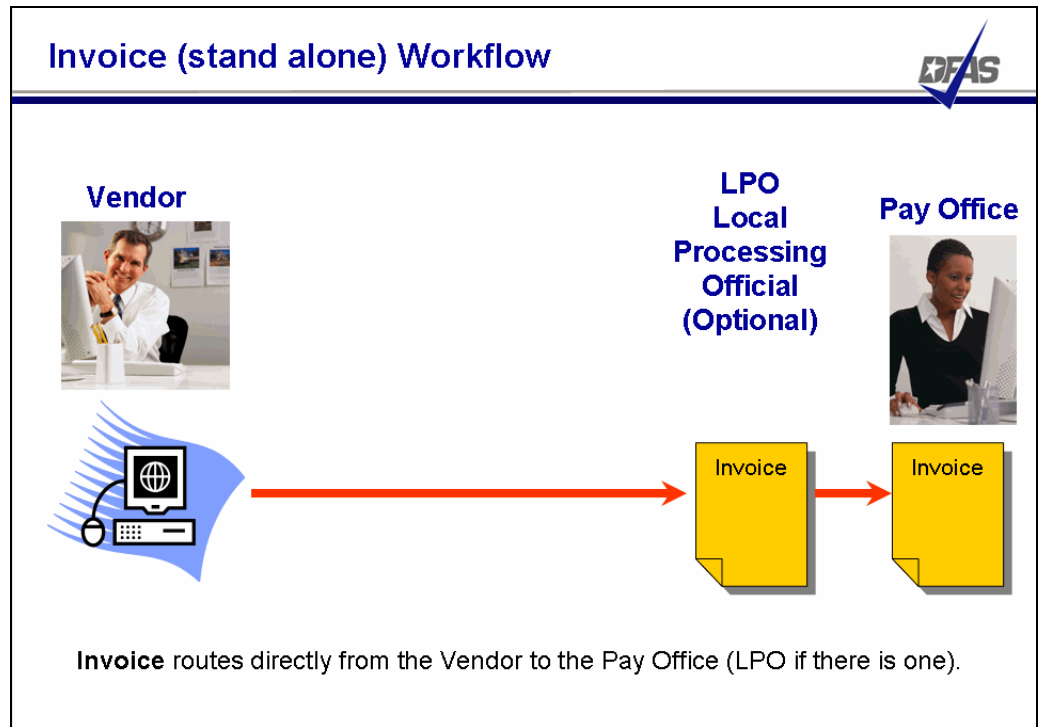
The information you need to complete a document in WAWF comes from your contract information and your knowledge of your business process.

Required fields in WAWF are denoted by an asterisk *. All other fields are optional. If the contract or business process does not require additional information; a user can leave the optional fields blank.

Stand Alone Invoice Document flow

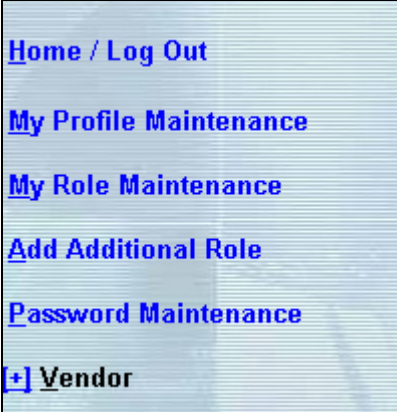

The *Invoice Received Date* (IRD) is date and time stamped when the invoice is created. This date also represents the start of the Prompt Payment clock.

The flow of the stand alone invoice is demonstrated below.



Entering Contract Information - Stand Alone Invoice


Procedure Follow the steps below to fill out the contract information

Step	Action
1	Logon to Wide Area Workflow
2	<p>Click on the [+] symbol next to Vendor section of the sub menu in the left sidebar.</p>  <p>Result: Your drop down features will appear.</p>
3	<p>Click Create New Document.</p>  <p>Result: Create New Document screen opens.</p>

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Entering Contract Information - Stand Alone Invoice, Continued

Procedure (continued)

Step							
4	<p>Enter in all required fields. Enter optional fields if required per contract. Everything that has an asterisk (*) is a mandatory field.</p> <p>Create New Document</p> <p>* = Required Fields</p> <div data-bbox="553 625 1230 846" style="border: 1px solid gray; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"><u>C</u>ontract Number *</td> <td style="width: 33%;"><u>D</u>elivery Order</td> <td style="width: 33%;"><u>C</u>AGE Code/Ext. *</td> </tr> <tr> <td><input type="text" value="DABT23F071234"/></td> <td><input type="text"/></td> <td><input type="text" value="81755"/> ▼</td> </tr> </table> <p style="text-align: center;"> <input type="button" value="Continue"/> <input type="button" value="Reset"/> <input type="button" value="Page Help"/> </p> </div> <p><i>Note: Although the Delivery Order field is optional in WAWF, if your contract has a delivery order number you must enter it in WAWF otherwise leave field blank.</i></p>	<u>C</u> ontract Number *	<u>D</u> elivery Order	<u>C</u> AGE Code/Ext. *	<input type="text" value="DABT23F071234"/>	<input type="text"/>	<input type="text" value="81755"/> ▼
<u>C</u> ontract Number *	<u>D</u> elivery Order	<u>C</u> AGE Code/Ext. *					
<input type="text" value="DABT23F071234"/>	<input type="text"/>	<input type="text" value="81755"/> ▼					
5	Click Continue.						
6	<ul style="list-style-type: none"> • If contract is not in EDA or you entered the contract number incorrectly, an alert box will appear. • If the contract is located in the EDA system, then the WAWF system will pre-populate certain location code fields (DoDAAC/CAGE) on this document. If the contract is <i>not</i> in EDA, you will have to enter the location codes manually. <div data-bbox="602 1350 1287 1671" style="border: 1px solid gray; padding: 10px; margin: 10px 0;"> <p>Microsoft Internet Explorer ✖</p> <p> The contract data is not available in DoD EDA. Please enter contract information.</p> <p>Click the Return button to enter a different Contract Number or continue creating the document.</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div> <p>Click OK.</p>						

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Entering Contract Information - Stand Alone Invoice, Continued

Procedure (continued)

Step	Action								
7	<p>Enter the “Pay DoDAAC” from your contract, if not pre-populated from EDA.</p> <p>Create New Document</p> <p>* = Required Fields</p> <table border="1" data-bbox="565 625 1268 705"><thead><tr><th data-bbox="565 625 727 663">Contract Number</th><th data-bbox="727 625 873 663">Delivery Order</th><th data-bbox="873 625 1052 663">CAGE Code / Ext.</th><th data-bbox="1052 625 1268 663">Pay DoDAAC *</th></tr></thead><tbody><tr><td data-bbox="565 663 727 705">DABT23F071234</td><td data-bbox="727 663 873 705"></td><td data-bbox="873 663 1052 705">81755</td><td data-bbox="1052 663 1268 705"><input type="text" value="F25700"/></td></tr></tbody></table> <p data-bbox="581 737 1057 772"><input type="button" value="Continue"/> <input type="button" value="Return"/> <input type="button" value="Reset"/> <input type="button" value="Page Help"/></p>	Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC *	DABT23F071234		81755	<input type="text" value="F25700"/>
Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC *						
DABT23F071234		81755	<input type="text" value="F25700"/>						
8	Click Continue .								

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Entering Contract Information - Stand Alone Invoice, Continued

Procedure (continued)

Step	Action								
9	<p>Select Invoice.</p> <div style="border: 1px solid black; padding: 10px;"> <h3 style="margin: 0;">Create New Document</h3> <p>* = Required Fields</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #e0e0e0;">Contract Number</th> <th style="background-color: #e0e0e0;">Delivery Order</th> <th style="background-color: #e0e0e0;">CAGE Code / Ext.</th> <th style="background-color: #e0e0e0;">Pay DoDAAC</th> </tr> </thead> <tbody> <tr> <td>DABT23F071234</td> <td></td> <td>81755</td> <td>F25700</td> </tr> </tbody> </table> <p style="margin-top: 10px;">Select Document to Create: *</p> <ul style="list-style-type: none"> <input type="radio"/> Invoice <input type="radio"/> Invoice as 2-in-1 (Services Only) <input type="radio"/> Construction Payment Invoice <input type="radio"/> Commercial Item Financing <input type="radio"/> Performance Based Payment <input type="radio"/> Progress Payment <input type="radio"/> Receiving Report <input type="radio"/> Invoice and Receiving Report (Combo) <input type="radio"/> Cost Voucher (FAR 52.216-7, 52.216-13, 52.216.14, 52.232-7) <input type="radio"/> Grant and Cooperative Agreement Voucher <p style="text-align: center; margin-top: 10px;"> <input type="button" value="Return"/> <input type="button" value="Reset"/> <input type="button" value="Page Help"/> </p> </div> <p>•</p> <p>Additional options appear in the drop down selection to the right when you select Invoice. If neither of these options applies to your Invoice, leave the field blank.</p>	Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC	DABT23F071234		81755	F25700
Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC						
DABT23F071234		81755	F25700						

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Entering Contract Information - Stand Alone Invoice, Continued

Procedure (continued)

Step	Action
<p>9 continued</p>	<p><u>DROP DOWN BOX DEFINITIONS:</u></p> <p>Fast Pay – The FAR clause 213-1 MUST be in contract for this selection.</p> <p>From Receiving Report – Allows you to create your invoice based from an existing Receiving Report.</p> <p>From Archived Receiving Report- You have the ability to create your Invoice to the “Archived” Receiving Report. If the Receiving Report has been in “Processed” status for more than 120 days it moves to archived.</p> <p>More option may appear based on Pay Office DoDAAC selected which is:</p> <p>From Multiple Shipments- Provides you have the ability to match multiple Receiving Reports to 1 invoice</p> <p>From Archived Multiple Shipment - You still have the ability to create your invoice from multiple “Archived” Receiving Reports. If the Receiving Report has been in a “Processed” status more than 120 days it moves to archived</p>
<p>10</p>	<p>Click Continue.</p>

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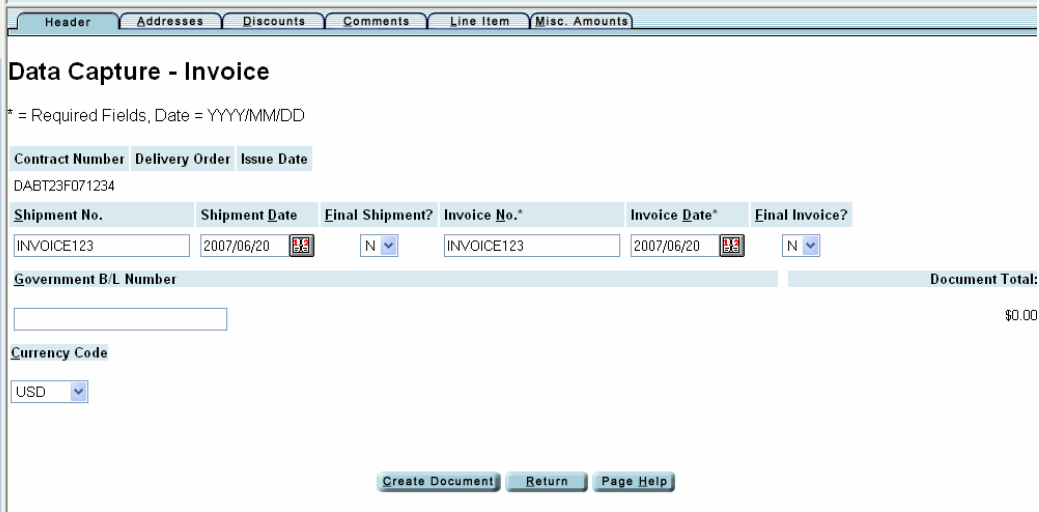
Entering Contract Information - Stand Alone Invoice, Continued

Procedure (continued)

Step	Action																								
11	<p>Enter in all the required fields if not pre-populate from EDA. Enter optional fields if mandatory per contract. Everything that has an asterisk (*) is a mandatory field.</p> <div data-bbox="558 537 1370 1020" style="border: 1px solid black; padding: 5px;"> <p>Create New Document</p> <p>* = Required Fields, Date = YYYY/MM/DD</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #e0e0e0;">Contract Number</td> <td style="background-color: #e0e0e0;">Delivery Order</td> <td style="background-color: #e0e0e0;">CAGE Code / Ext.</td> <td style="background-color: #e0e0e0;">Pay DoDAAC</td> </tr> <tr> <td>DABT23F071234</td> <td></td> <td>81755</td> <td>F25700</td> </tr> <tr> <td style="background-color: #e0e0e0;">Issue Date</td> <td style="background-color: #e0e0e0;">IssueBy DoDAAC</td> <td colspan="2" style="background-color: #e0e0e0;">Admin DoDAAC *</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td colspan="2">FA4877</td> </tr> <tr> <td style="background-color: #e0e0e0;">Ship To Code * / Ext.</td> <td style="background-color: #e0e0e0;">Ship From Code / Ext.</td> <td colspan="2" style="background-color: #e0e0e0;">LPO DoDAAC / Ext.</td> </tr> <tr> <td>FA4877</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table> <p>Document Selected:</p> <p>Invoice</p> <p style="text-align: center;"> <input type="button" value="Continue"/> <input type="button" value="Return"/> <input type="button" value="Reset"/> <input type="button" value="Page Help"/> </p> </div> <p><i>Note: WAWF electronically routes the document based on these DoDAAC/CAGE fields, so make sure the information is accurate according to the latest contract information.</i></p>	Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC	DABT23F071234		81755	F25700	Issue Date	IssueBy DoDAAC	Admin DoDAAC *		<input type="text"/>	<input type="text"/>	FA4877		Ship To Code * / Ext.	Ship From Code / Ext.	LPO DoDAAC / Ext.		FA4877	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC																						
DABT23F071234		81755	F25700																						
Issue Date	IssueBy DoDAAC	Admin DoDAAC *																							
<input type="text"/>	<input type="text"/>	FA4877																							
Ship To Code * / Ext.	Ship From Code / Ext.	LPO DoDAAC / Ext.																							
FA4877	<input type="text"/>	<input type="text"/>	<input type="text"/>																						
12	<p>Click Continue.</p> <p>Result: You are now on the Header Tab.</p>																								

The Header Tab – Stand Alone Invoice

Procedure Follow the steps below fill in the Header Tab.

Step	Action
1	<p>Enter in all required fields. Enter optional fields if required per contract. Everything that has an asterisk (*) is a required field</p> 
2	<p>DATES: There are 3 ways to enter SHIPMENT or INVOICE dates:</p> <p><i>Option 1:</i> You can enter the date yourself by typing the year first, then the month and day (YYYY/MM/DD).</p> <p><i>Option 2:</i> Use the calendar feature, which allows you to retrieve documents within a specific date range. Click on the date from the pop-up calendar feature. The calendar feature disappears, and the date you have chosen appears in the field.</p> <p><i>Option 3:</i> Use the HOT KEY for today's date. Do this by entering an asterisk (*) in the date field and then tab out of the field. (SHIFT KEY and 8KEY)</p>
3	<p>Verify whether or not this is a Final Shipment and annotate as such in the Drop Down Menu. Result: Header information complete.</p>
4	<p>Click on the next appropriate WAWF Tab to continue with the document.</p>

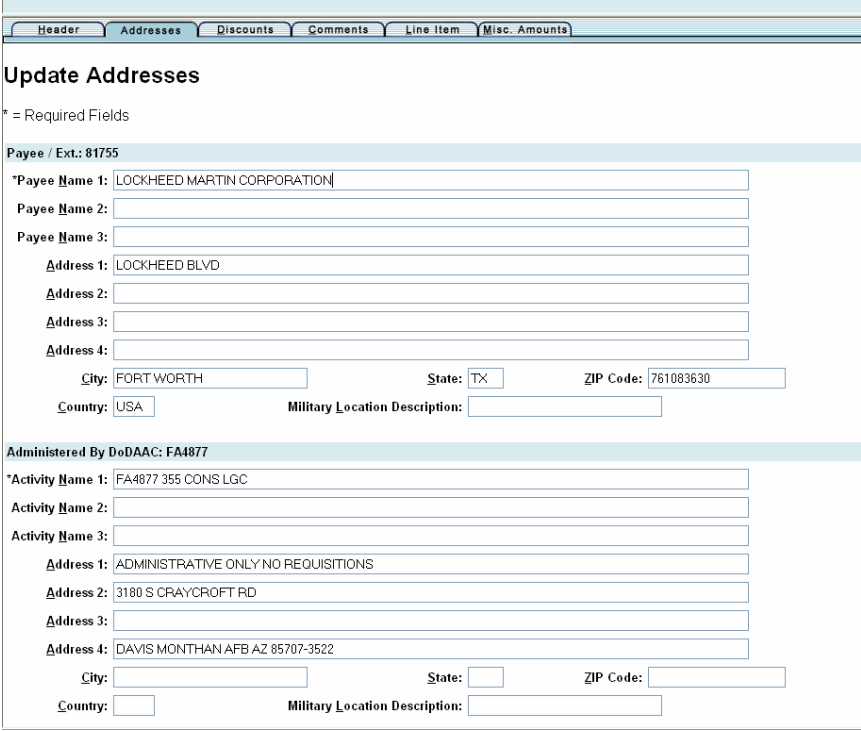
The Address Tab – Stand Alone Invoice

Introduction

Based on the routing Location Codes entered (DoDAAC/Cage), WAWF pre-populates the Address Information for each of the Location Codes in the document. From the Addresses tab, the Vendor is afforded the opportunity to review and/or change this Address Information. No matter what entries are made, there must be at least a name of the organization/agency. The Cage Code information is pulled from the CCR and DoDAAC information is pulled from the DAASC sites.

Procedure

Addresses can be updated by highlighting the address field and entering new information. The updates will apply only to this document.

Step	Action
1	<p>Click on Address tab.</p> 
2	Review address information.
3	Click on the next desired WAWF Tab to continue with the document OR return to Header Tab to <u>Create</u> and <u>Submit</u> the WAWF document (See “Submitting the Document”).

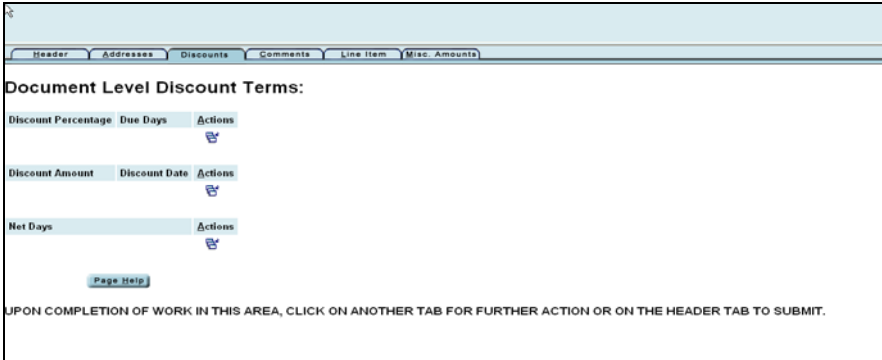

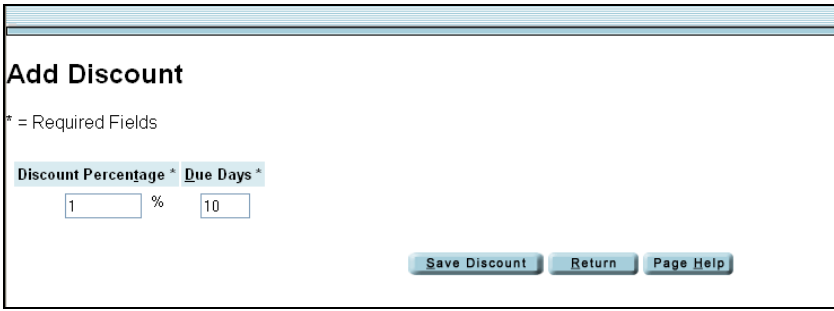
The Discount Tab – Stand Alone Invoice

Introduction

WAWF allows Vendors to apply discounts to Invoices during document creation. These discounts are at the document level. In the “Vendor View Document” folder, the invoice number is displayed in **red** and is preceded with a "D," when a discount is offered.

Procedure

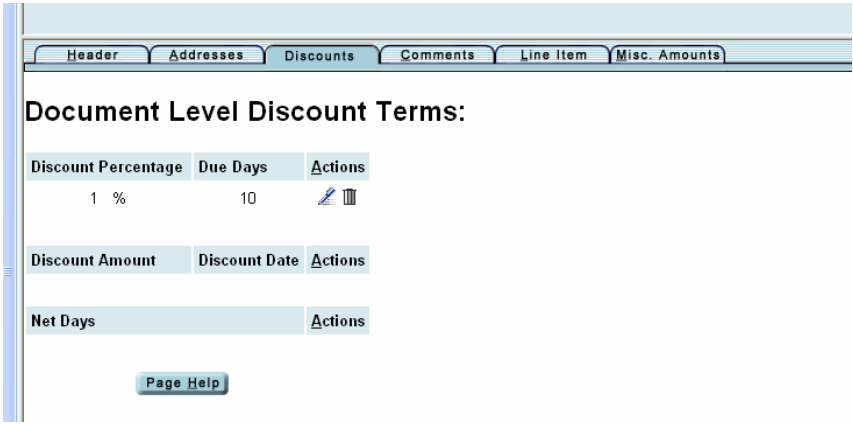
Follow the steps below to add discounts.

Step	Action
1	<p>Click on the Discount tab.</p>  <p><i>Note; Based on the Pay Office DoDAAC, you may have the options of <u>Discount Percentage</u> or <u>Discount Amounts</u>. In this procedure we will use “Discount Percentage”.</i></p>
2	<p>Click on the Add icon  under Action.</p>
3	<p>Enter the “Discount Percentage” and “Due Days”.</p> 

Continued on next page

The Discount Tab – Stand Alone Invoice, Continued

Procedure (continued)

Step	Action
4	<p>Click Save Discount. Result: Document Level Discount Terms screen opens.</p> 
5	<p>Click on the next desired WAWF Tab to continue with the document OR return to Header Tab to <u>Cr</u>eat<u>e</u> and <u>S</u>ubmit the WAWF document (See “Submitting the Document”).</p>

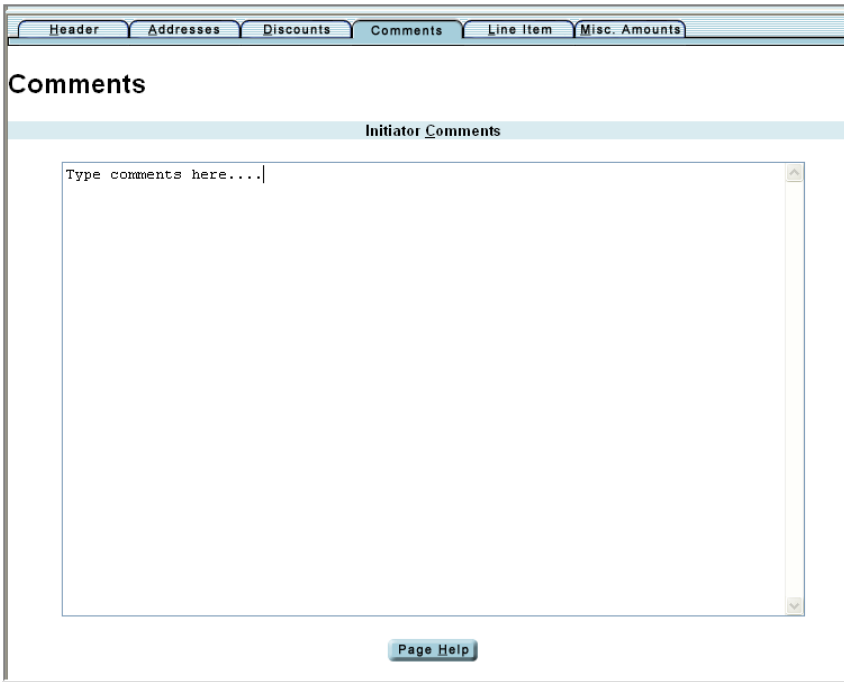
The Comments Tab – Stand Alone Invoice

Introduction

The Comments tab is an optional tab which is typed free-form. You are allowed up to 2000 characters per field. Comments become mandatory a user decides to reject a document, or if an invoice is being created after a final invoice or shipment has been indicated.





Procedure

Follow the steps to enter comments.

Step	Action
1	Click Comments tab. 
2	Enter comments, up to 2000 characters.
3	Click on the next desired WAWF Tab to continue with the document OR return to Header Tab to <u>C</u> reate and <u>S</u> ubmit the WAWF document (See “Submitting the Document”).

The Line Item Tab - Stand Alone Invoice

Procedure Follow the steps below to input your information into the Header Tab.

Step	Action																
1	Select the Line Item tab.																
2	<p>Click the Add icon  under the Actions column to enter the CLIN information.</p> <div data-bbox="444 533 1382 905" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Header Addresses Discounts Comments Line Item Misc. Amounts</p> <hr/> <p>Line Item Details:</p> <p>At least one Line Item is required.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Item No.</th> <th style="width: 15%;">Stock Part No.</th> <th style="width: 10%;">Type</th> <th style="width: 15%;">Qty. Shipped</th> <th style="width: 10%;">Unit</th> <th style="width: 10%;">Unit Price</th> <th style="width: 10%;">Amount</th> <th style="width: 10%;">Actions</th> </tr> </thead> <tbody> <tr> <td colspan="7"></td> <td style="text-align: center;"></td> </tr> </tbody> </table> <p style="text-align: center;">Page Help</p> <p style="font-size: small; text-align: center;">UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR EDITING</p> </div> <p>Result: The Add CLIN/SLIN screen opens.</p>	Item No.	Stock Part No.	Type	Qty. Shipped	Unit	Unit Price	Amount	Actions								
Item No.	Stock Part No.	Type	Qty. Shipped	Unit	Unit Price	Amount	Actions										
																	

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The Line Item Tab - Stand Alone Invoice, Continued


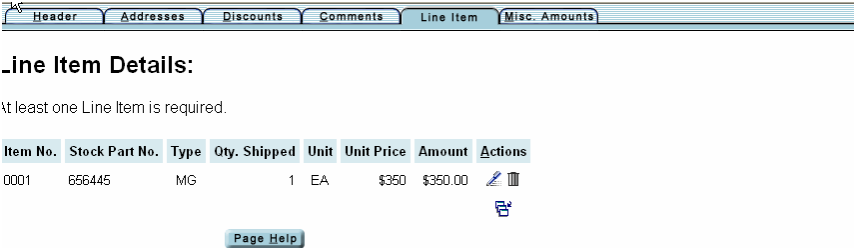


Procedure (continued)

Step	Action																								
3	<p data-bbox="443 394 1377 499">Enter in all required fields. Enter optional fields if required per contract. Everything that has an asterisk (*) is a required field (please refer to your contract).</p> <div data-bbox="443 533 1495 1297"> <p data-bbox="889 533 1076 552">Description: Enter Description</p> <hr/> <p data-bbox="475 583 548 602">CLIN/SLIN</p> <p data-bbox="589 583 643 602">ACRNs</p> <hr/> <p data-bbox="448 632 634 657">Add CLIN/SLIN</p> <p data-bbox="448 680 594 701">* = Required Fields</p> <table border="1" data-bbox="448 722 1463 848"> <thead> <tr> <th>Item No. *</th> <th>Stock Part No. *</th> <th>Type *</th> <th>Qty. Shipped *</th> <th>Unit *</th> <th>Unit Price *</th> </tr> </thead> <tbody> <tr> <td>0001</td> <td>656445</td> <td>MG - Manufacturer's Part Number</td> <td>1</td> <td>EA</td> <td>\$ 350</td> </tr> <tr> <td colspan="2">SDN</td> <td colspan="2">ACRN</td> <td colspan="2">Amount</td> </tr> <tr> <td colspan="2"></td> <td colspan="2"></td> <td colspan="2">\$ 350.00</td> </tr> </tbody> </table> <p data-bbox="448 856 540 875">Description *</p> <div data-bbox="448 884 1263 1146"> <p>Widgets.]</p> </div> <p data-bbox="829 1171 1138 1190"> <input type="button" value="Save Clin/Slin"/> <input type="button" value="Return"/> <input type="button" value="Page Help"/> </p> </div> <p data-bbox="440 1339 1479 1407">Note: Based on the payment office DoDAAC different tabs may appear. In this example the CLIN/SLIN and ACRN tabs are displayed.</p>	Item No. *	Stock Part No. *	Type *	Qty. Shipped *	Unit *	Unit Price *	0001	656445	MG - Manufacturer's Part Number	1	EA	\$ 350	SDN		ACRN		Amount						\$ 350.00	
Item No. *	Stock Part No. *	Type *	Qty. Shipped *	Unit *	Unit Price *																				
0001	656445	MG - Manufacturer's Part Number	1	EA	\$ 350																				
SDN		ACRN		Amount																					
				\$ 350.00																					

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The Line Item Tab - Stand Alone Invoice, Continued

Procedure (continued)

Step	Action
4	<p>Click Save CLIN/SLIN.</p> 
5	<p>Add additional Line Item Numbers if necessary, by repeating above steps. (Up to 250 clins per invoice).</p>  <p>Note 1: The  symbol you can click on to edit your previously entered line item number.</p> <p>Note 2: The  symbol you can click on to delete your previously entered line item number.</p>
6	<p>Click on the next desired WAWF Tab to continue with the document OR return to Header Tab to <u>C</u>reate and <u>S</u>ubmit the WAWF document (See “Submitting the Document”).</p>


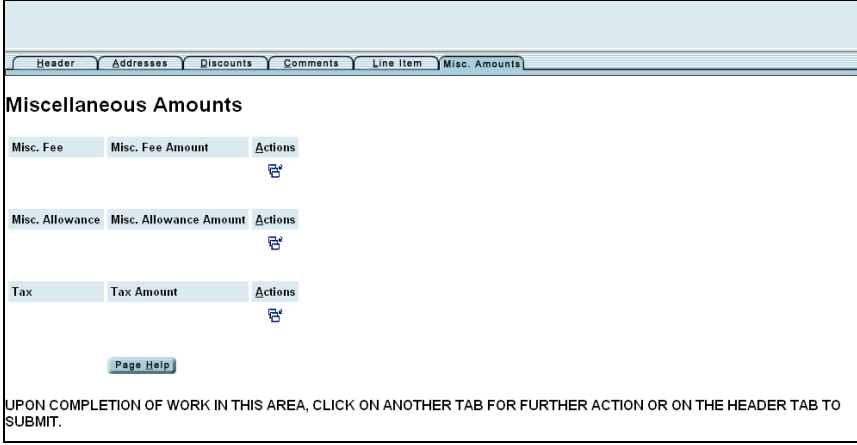
The Miscellaneous Amount Tab - Stand Alone Invoice

Introduction

The Miscellaneous Amounts tab is where the Vendor invoices for fees authorized per the contract but are not clin-level funded.

Procedure

Follow the steps below to add Miscellaneous amounts.

Step	Action
1	<p>Click on the Misc Amounts tab.</p> <p>Result: Miscellaneous Amounts screen opens.</p>
2	<p>Click on the Add icon  under your required Misc Amounts. (We are demonstrating the Misc Fee).</p>  <p>Result: Add Misc. Fee screen opens.</p>

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The Miscellaneous Amount Tab - Stand Alone Invoice, Continued

Procedure (continued)

Step	Action				
3	<p>Select the Misc Fee that applies to your contract. Description will be populated based on selection. <i>In this example we are using transportation charges.</i></p> <div data-bbox="553 615 1406 1383"><p>Add Misc. Fee</p><p>* = Required Fields</p><table border="1"><tr><td data-bbox="565 789 1057 821">Misc. Fee *</td><td data-bbox="1057 789 1263 821">Misc. Fee Price *</td></tr><tr><td data-bbox="565 821 1057 863">250 - TRANSPORT DIRECT BILLING CHARGE</td><td data-bbox="1057 821 1263 863">\$</td></tr></table><p data-bbox="565 894 1398 926">Description *</p><div data-bbox="565 947 1222 1297">TRANSPORT DIRECT BILLING CHARGE</div><p data-bbox="846 1329 1295 1360">Save Misc. Fee Return Page Help</p></div> <p><i>Note 1: The Pay Office DoDAAC selected determines which options are available.</i></p>	Misc. Fee *	Misc. Fee Price *	250 - TRANSPORT DIRECT BILLING CHARGE	\$
Misc. Fee *	Misc. Fee Price *				
250 - TRANSPORT DIRECT BILLING CHARGE	\$				

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The Miscellaneous Amount Tab - Stand Alone Invoice Continued

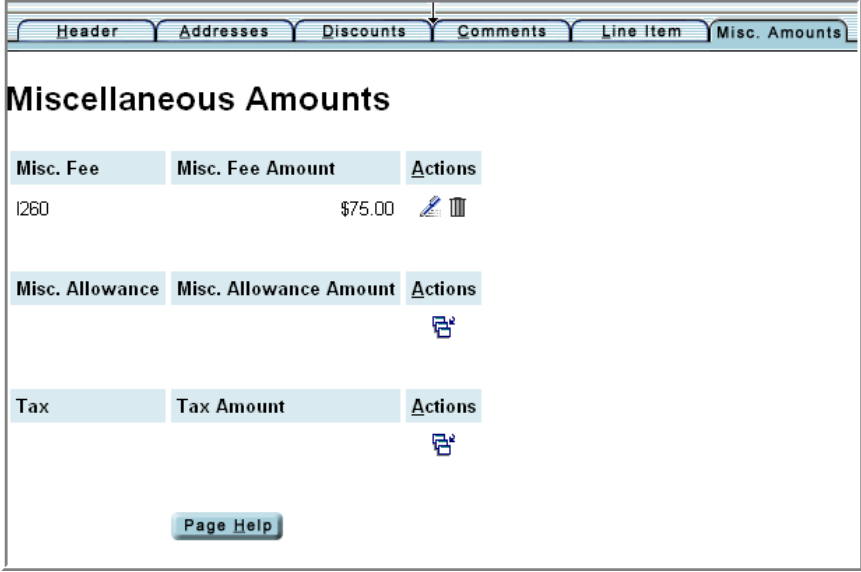


Procedure (continued)

Step	Action				
4	<p>Type in your allowed transportation charge amounts.</p> <div data-bbox="548 466 1404 1318"><h3>Add Misc. Fee</h3><p>* = Required Fields</p><table border="1"><thead><tr><th>Misc. Fee *</th><th>Misc. Fee Price *</th></tr></thead><tbody><tr><td>I260 - TRANSPORT DIRECT BILLING CHARGE ▾</td><td>\$ 75.00</td></tr></tbody></table><p>Description *</p><div data-bbox="581 821 1252 1209">TRANSPORT DIRECT BILLING CHARGE</div><p><a>Save Misc. Fee <a>Return <a>Page Help</p></div>	Misc. Fee *	Misc. Fee Price *	I260 - TRANSPORT DIRECT BILLING CHARGE ▾	\$ 75.00
Misc. Fee *	Misc. Fee Price *				
I260 - TRANSPORT DIRECT BILLING CHARGE ▾	\$ 75.00				
5	Click Save Misc. Fee .				

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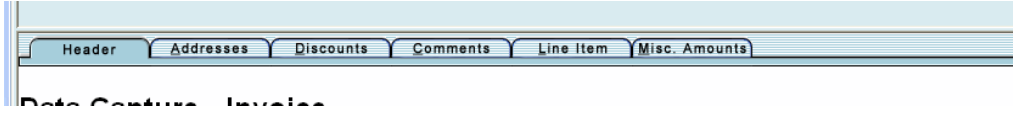
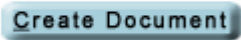
The Miscellaneous Amount Tab - Stand Alone Invoice, Continued

Procedure (continued)

Step	Action
6	<p>Add additional MISC Amounts if necessary by repeating above steps.</p>  <p><i>Note 1: The  symbol you can click on to edit your previously entered line item number.</i></p> <p><i>Note 2: The  symbol you can click on to delete your previously entered line item number.</i></p>
7	<p>Click on the next desired WAWF Tab to continue with the document OR return to Header Tab to <u>Create</u> and <u>Submit</u> the WAWF document (See “Submitting the Document”).</p>

Submitting the Document - Stand Alone Invoice

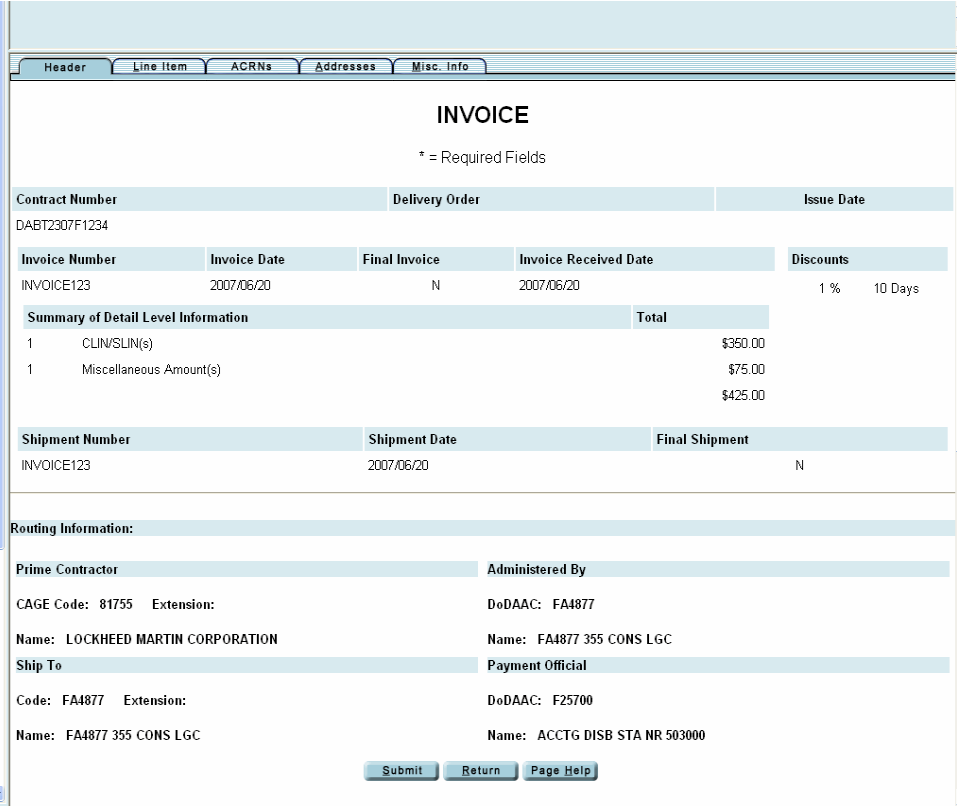

Procedure Follow the steps below to finish the process of creating your document in WAWF.

Step	Action
1	<p>Click on the Header tab after entering all the information on the other tabs.</p> 
2	<p>Scroll down to the bottom of the screen. Click Create Document.</p>  <p>Result: The created Invoice screen opens.</p>

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Submitting the Document - Stand Alone Invoice, Continued

Procedure (continued)

Step	Action
3	<p>Verify information is correct.</p>  <p><i>Note: Attachments are added PRIOR to clicking “Submit”. If you are adding attachments, refer to “Adding an Attachment” section for a detailed procedure.</i></p> <p>On the Header Tab, Scroll down to the bottom of screen and click Submit.</p> 

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Submitting the Document, Stand Alone Invoice, Continued

Procedure (continued)

Step	Action								
4	<p data-bbox="472 394 1395 464">Confirm that you have received a message that your document has been created successfully.</p> <div data-bbox="472 499 1482 1297"><p data-bbox="483 537 961 569">The Invoice has been submitted successfully.</p><table border="1" data-bbox="492 663 1252 747"><thead><tr><th data-bbox="500 667 683 699">Contract Number</th><th data-bbox="695 667 854 699">Delivery Order</th><th data-bbox="865 667 1062 699">Shipment Number</th><th data-bbox="1073 667 1247 699">Invoice Number</th></tr></thead><tbody><tr><td data-bbox="500 716 662 741">DABT2307F1234</td><td data-bbox="695 716 854 741"></td><td data-bbox="865 716 992 741">INVOICE123</td><td data-bbox="1073 716 1201 741">INVOICE123</td></tr></tbody></table><p data-bbox="483 850 1110 940">Email sent to Vendor: wawfvend@dcma.mil Email sent to Pay Official: WAWF.Team@wpafb.af.mil Email sent to Pay Official: hq-wawf@dfas.mil</p><p data-bbox="483 1094 865 1125">Send More Email Notifications</p><p data-bbox="492 1213 764 1251"><input type="button" value="Return"/> <input type="button" value="Page Help"/></p></div> <p data-bbox="472 1339 1442 1442">Note: You have the capability to send more emails to users who are not in the workflow or as listed on your contract; refer to “Adding Additional Emails” section for a detailed procedure.</p>	Contract Number	Delivery Order	Shipment Number	Invoice Number	DABT2307F1234		INVOICE123	INVOICE123
Contract Number	Delivery Order	Shipment Number	Invoice Number						
DABT2307F1234		INVOICE123	INVOICE123						