

HOW TO SUBMIT AN STANDARD INVOICE IN COMET WIOA PROGRAM AND NATIONAL DISLOCATED WORKER PROGRAM

Note

Prior to creating and submitting an invoice to receive reimbursement, you must:

- Be registered in COMET
- Have your registration approved
- Have an active contract in COMET

If you have not yet registered in COMET, follow the instructions in the "How to Register as a Supplier in COMET" step by step instructions. If you have any question, please contact [COMET staff](#)

STEP 1

Logon to COMET using the following link: <https://webapps.dwd.state.wi.us/COMET>

Review the home screen for the status of your organization's invoices in COMET.

EXAMPLE – One Invoices in Pending Status: A pending invoice has not yet been submitted by the supplier. This example does not feature rejected invoices, which require the supplier to revise and re-submit documentation.

STATE OF WISCONSIN
DWD

Supplier ID: 0000015360

Supplier Name: Northwest Wisconsin Cep Inc

COMET

Home My Contracts ▾ My FSRs ▾ My Invoices ▾ My Financial Adjustments ▾ My Details Reference Tables Logout Help

Welcome to COMET!

The Contract Management and Expenditure Tracking (COMET) system.

FSRs in Pending status
No Count


FSRs in Needs Changes status
No Count

Invoices in Pending Status ▲

Program	Program Count
WIOA Youth	1

Invoices in Rejected status
No Count

Hide/Show Footer

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STEP 2

Create a new invoice by clicking on "My Invoices" and selecting "Add Invoice" from the dropdown menu.

The screenshot shows the COMET system interface. At the top, the header includes the State of Wisconsin DWD logo, Supplier ID: 0000015360, and Supplier Name: Northwest Wisconsin Cep Inc. The navigation bar contains links: Home, My Contracts, My FSRs, My Invoices (highlighted with a red circle), My Financial Adjustments, My Details, Reference Tables, and Logout. A dropdown menu for 'My Invoices' is open, showing 'Add Invoice' (highlighted with a red circle) and 'Invoice Search/Corrections'. Below the navigation bar, the main content area says 'Welcome to COMET!' and 'The Contract Management and Expenditure Tracking (COMET) system.' It lists 'FSRs in Pending status' and 'FSRs in Needs Changes status', both with 'No Count'. There are two tables: 'Invoices in Pending Status' and 'Invoices in Rejected status'. The 'Invoices in Pending Status' table has one row: 'WIOA Youth' with a 'Program Count' of 1. The 'Invoices in Rejected status' table is empty. At the bottom, it says 'A proud partner of the americanjobcenter network'.

Program	Program Count
WIOA Youth	1

STEP 3

Use the "Program" dropdown filter, select "WIOA Youth" and click "Search".

The screenshot shows the 'Search Contracts to Add Invoice' form. It has fields for 'Contract Number:', 'Fiscal Year:', 'Program:', and 'Sub Program:'. The 'Program:' dropdown is set to 'WIOA Youth' (highlighted with a red circle). The 'Sub Program:' dropdown is set to '- No Sub Program Available' (highlighted with a red circle). A 'Search' button is at the bottom. The footer includes 'A proud partner of the americanjobcenter network' and links for COMET, Contact Us, Terms of Use, DWD Home, and Accessibility.

EXAMPLE – Filtered Contract Search: Applying search filters enables COMET suppliers to limit search results by program.

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STEP 4

Find the appropriate contract in the search results grid and select the "Add Invoice" hyperlink.

EXAMPLE – Contract 8165: A supplier would click "Add Invoice" to create an invoice for Contract 8165

STATE OF WISCONSIN
DWD

Supplier ID: 0000015360

Supplier Name: Northwest Wisconsin Cep Inc

COMET

[Home](#) | [My Contracts](#) | [My FSRs](#) | [My Invoices](#) | [My Financial Adjustments](#) | [My Details](#) | [Reference Tables](#) | [Logout](#) | [Help](#)

Search Contracts to Add Invoice

Contract Number:
8165

Fiscal Year:

Program:
WIOA Youth

Sub Program:
- No Sub Program Available

Search

Invoice	Contract Number	Title	Program	Correspondence ID	Sub-Program	Fiscal Year
Add Invoice	8165	Test WIOA Youth 8-13-25	WIOA Youth			2025

[Hide/Show Footer](#)

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[COMET](#) | [Contact Us](#) | [Terms of Use](#) | [DWD Home](#) | [Accessibility](#)

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STEP 5

Enter an invoice number on the General Information tab and select "Save". As the supplier, you may choose the invoice number.

STATE OF WISCONSIN
DWD

Supplier ID: 0000015360

Supplier Name: Northwest Wisconsin Cep Inc

COMET

HomeMy Contracts ▾My FSRs ▾My Invoices ▾My Financial Adjustments ▾My DetailsReference TablesLogoutHelp

Invoice

General Information

Supplier Information

Payment Information

Invoice Lines

Comments

General Information

Invoice Number:

WIOA-DWG

AUGUST25_Youth_1_GS

Invoice Status:

Pending

Invoice Date:

08/26/2025

Total Amount Paid:

Report Period:

Aug ▾

2025 ▾

Final Invoice:

☐

Available Page-Level Actions: Save

Hide/Show Footer

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STEP 6

Select "Save" to enable the "Submit" and "Delete" buttons, along with these tabs above: "Supplier Information", "Payment Information", "Invoice Lines", and "Comments".

STATE OF WISCONSIN
DWD

Supplier ID: 0000015360

Supplier Name: Northwest Wisconsin Cep Inc

COMET

HomeMy ContractsMy FSRsMy InvoicesMy Financial AdjustmentsMy DetailsReference TablesLogoutHelp

Invoice

General Information

Supplier Information

Payment Information

Invoice Lines

Comments

General Information

Invoice Number:WIOA-DWG

AUGUST25_Youth_1_GS

Invoice Status:Pending

Invoice Date:

08/26/2025

Total Amount Paid:

Report Period:

Aug

2025

Final Invoice:☐

Available Page-Level Actions:

Save

Hide/Show Footer

STATE OF WISCONSIN
DWD

Supplier ID: 0000015360

Supplier Name: Northwest Wisconsin Cep Inc

COMET

HomeMy ContractsMy FSRsMy InvoicesMy Financial AdjustmentsMy DetailsReference TablesLogoutHelp

Invoice

General Information

Supplier Information

Payment Information

Invoice Lines

Comments

General Information

Invoice Number:WIOA-DWG

AUGUST25_YOUTH_1_GS

Invoice Status:Pending

Invoice Date:

08/26/2025

Total Amount Paid:

Report Period:

Aug

2025

Final Invoice:☐

Available Page-Level Actions:

Save

Submit

Delete

Hide/Show Footer

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STEP 7

EXAMPLE – "Supplier Information" Tab: Click on the "Supplier Information" tab to display the name of your entity, the name, email address, and phone number for the individual associated with your COMET account, and payment type.

STATE OF WISCONSIN DWD Supplier ID: 0000015360 Supplier Name: Northwest Wisconsin Cep Inc COMET

Home My Contracts My FSRs My Invoices My Financial Adjustments My Details Reference Tables Logout Help

Invoice

General Information **Supplier Information** Payment Information Invoice Lines Comments

Supplier Information

Supplier Name: Northwest Wisconsin Cep Inc

Supplier Location: MAIN

Supplier Contact Information:

Name: G Stha

Email: ganesht.shrestha@dwd.wisconsin.gov

Phone Number: 5091010

Payment Type:

Supplier nothing to do, just leave this as it is

Hide/Show Footer

EXAMPLE – "Payment Information" Tab: The "Payment Information" tab should appear blank. These fields will be populated after the invoice has been paid. The Reference ID is the ACH number.

STATE OF WISCONSIN DWD Supplier ID: 0000015360 Supplier Name: Northwest Wisconsin Cep Inc COMET

Home My Contracts My FSRs My Invoices My Financial Adjustments My Details Reference Tables Logout Help

Invoice

General Information Supplier Information **Payment Information** Invoice Lines Comments

Payment Information

Payment Voucher #:

Invoice Voucher Amount:

Reference ID:

Reference Amount:

Reference Date:

Available Page-Level Actions:

Hide/Show Footer

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STEP 8

Select the "Edit Invoice" button and use the pop-up box that appears to enter the amount(s) requested.

[General Information](#) [Supplier Information](#) [Payment Information](#) **Invoice Lines** [Comments](#)

Invoice Lines

Contract Number: 8165

Total Amount Paid:

Contract Title: Test WIOA Youth 8-13-25

Program: WIOA Youth

Total Contract Amount: \$348,980.00

Sub Program:

PO Number: 0000012201

Contract Year: 2025

Invoice Lines

Activity Name	Budget	Prior Payments	Total Accumulated Retainage	Amount Requested	Amount to be Paid	Remaining Balance	Percentage Completed	Attachments
INV FSR Admin	\$348,980.00	\$1,500.00		\$0.00		\$347,480.00	0.43%	

[Edit Invoice](#) [Add Attachment](#)

Available Page-Level Actions: [Save](#) [Submit](#) [Delete](#) [Hide/Show Footer](#)

Invoice Lines Information

Contract Number: 8165

Total Amount Paid: \$5,000.00

Contract Title: Test WIOA Youth 8-13-25

Program: WIOA Youth

Total Contract Amount: \$348,980.00

Sub Program:

PO Number: 0000012201

Contract Year: 2025

Expenditures Activities:

Activity Name	Budget	Prior Payments	Total Accumulated Retainage	Amount Requested	Amount to be Paid	Remaining Balance	Percentage Completed
INV FSR Admin	\$348,980.00	\$1,500.00		5,000.00	\$5,000.00	\$342,480.00	1.86%

[Save](#)

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STEP 9

Select the "Refresh" and "Save" button to keep your changes and populate fields with the values entered in the pop-up box. Notice the "Total Amount Paid" in the beige header updates to reflect the amount requested per sum of entered "Invoice Lines."

Invoice

[General Information](#) [Supplier Information](#) [Payment Information](#) **Invoice Lines** [Comments](#)

Invoice Lines

Contract Number: 8165

Contract Title: Test WIOA Youth 8-13-25

Total Contract Amount: \$348,980.00

PO Number: 0000012201

Total Amount Paid: \$5,000.00

Program: WIOA Youth

Sub Program:

Contract Year: 2025

Invoice Lines

Activity Name	Budget	Prior Payments	Total Accumulated Retainage	Amount Requested	Amount to be Paid	Remaining Balance	Percentage Completed	Attachments
INV FSR Admin	\$348,980.00	\$1,500.00		\$5,000.00	\$5,000.00	\$342,480.00	1.86%	

[Edit Invoice](#) [Add Attachment](#)

Available Page-Level Actions: [Save](#) [Submit](#) [Delete](#)

[Hide/Show Footer](#)

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STEP 10

COMET requires WIOA and DWG suppliers to add invoice attachments. Select the "Add Attachment" button to include supportive documentation.

Invoice

General Information

Supplier Information

Payment Information

Invoice Lines

Comments

Invoice Lines

Contract Number:8165

Total Amount Paid:\$5,000.00

Contract Title:Test WIOA Youth 8-13-25

Program:WIOA Youth

Total Contract Amount:\$348,980.00

Sub Program:

PO Number:0000012201

Contract Year:2025

Invoice Lines

Activity Name	Budget	Prior Payments	Total Accumulated Retainage	Amount Requested	Amount to be Paid	Remaining Balance	Percentage Completed	Attachments
INV FSR Admin	\$348,980.00	\$1,500.00		\$5,000.00	\$5,000.00	\$342,480.00	1.86%	

Edit Invoice

Add Attachment

Available Page-Level Actions:

Save

Submit

Delete

Hide/Show Footer

STEP 11

Select the checkbox to the right of the "Activity Name" to select which activity the documentation supports; select "Browse" to search for a file to attach; select "Done" once you have uploaded all the files.

Activity Lines Attachments

Click one or more checkbox(es) to the right of "Activity Name" to select the budget activities that are supported by the uploaded documentation.

Activity Name	Select
INV FSR Admin	<input checked="" type="checkbox"/>

Upload Document

1. Only .pdf, .doc, .docx, .xls, .xlsx, .tif, .tiff, .bmp, .jpg, .png and .gif documents up to 4 MB can be uploaded.

2. Filenames may contain letters, numerals, hyphens (-), and underscores (_) only. Filenames containing spaces and non-alphanumeric characters (such as ~ ! @ # \$ % ^ & * () + } { " : ' ? > < [] \ ; , . / =) will not upload.

3. Your document will be scanned for viruses during the upload process. If a virus is found, your document will not be uploaded.

Document to upload:

Choose File

No file chosen

Document Name	Activity Name	Uploaded Time	Uploaded By	Action
No Attachments				

Done

Activity Lines Attachments

Click one or more checkbox(es) to the right of "Activity Name" to select the budget activities that are supported by the uploaded documentation.

Activity Name	Select
INV FSR Admin	<input checked="" type="checkbox"/>

Upload Document

1. Only .pdf, .doc, .docx, .xls, .xlsx, .tif, .tiff, .bmp, .jpg, .png and .gif documents up to 4 MB can be uploaded.

2. Filenames may contain letters, numerals, hyphens (-), and underscores (_) only. Filenames containing spaces and non-alphanumeric characters (such as ~ ! @ # \$ % ^ & * () + } { " : ' ? > < [] \ ; , . / =) will not upload.

3. Your document will be scanned for viruses during the upload process. If a virus is found, your document will not be uploaded.

Document to upload:

Choose File

No file chosen

Document Name	Activity Name	Uploaded Time	Uploaded By
COMET Testing Backup Docs.xlsx	INV FSR Admin	8/26/2025 10:57:16 AM	ganes
Comet testing.docx	INV FSR Admin	8/26/2025 10:57:59 AM	ganes

Done

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STEP 12

A "View" hyperlink appears on the line where the attachment was uploaded. Click on the "View" hyperlink to display the following information:

- Document Name
- Activity Name
- Uploaded Time
- Uploaded By

Invoice

General Information

Supplier Information

Payment Information

Invoice Lines

Comments

Invoice Lines

Contract Number:

8165

Total Amount Paid:

\$5,000.00

Contract Title:

Test WIOA Youth 8-13-25

Program:

WIOA Youth

Total Contract Amount:

\$348,980.00

Sub Program:

PO Number:

0000012201

Contract Year:

2025

Invoice Lines

Activity Name	Budget	Prior Payments	Total Accumulated Retainage	Amount Requested	Amount to be Paid	Remaining Balance	Percentage Completed	Attachments
INV FSR Admin	\$348,980.00	\$1,500.00		\$5,000.00	\$5,000.00	\$342,480.00	1.86%	View

Edit Invoice

Add Attachment

table Page-Level Actions:

Save

Submit

Delete

Hide/Show Footer

Activity Lines Attachments

Document Name	Activity Name	Uploaded Time	Uploaded By	Action
COMET Testing Backup Docs.xlsx	INV FSR Admin	8/26/2025 10:57:16 AM	ganes	Delete
Comet testing.docx	INV FSR Admin	8/26/2025 10:57:59 AM	ganes	Delete

Done

Select "Done" to close out of the pop-up box.

NOTE: Suppliers may open the attachment to view contents or delete attachments that may have been added in error.

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STEP 13

Click "Add Comments" button to include notes that are visible to the supplier and DWD staff. DWD staff will use the "Add Comments" feature to propose revisions for rejected invoices.

NOTE: Comments cannot be deleted. The delete button below the comments box deletes the invoice and not the comment.

The screenshot shows the 'COMET' system interface. At the top, there is a header bar with the 'STATE OF WISCONSIN DWD' logo, 'Supplier ID: 0000015360', 'Supplier Name: Northwest Wisconsin Cep Inc', and the 'COMET' logo. Below the header is a navigation menu with links: Home, My Contracts, My FSRs, My Invoices, My Financial Adjustments, My Details, Reference Tables, Logout, and Help. The main content area is titled 'Invoice' and has several tabs: General Information, Supplier Information, Payment Information, Invoice Lines, and Comments. The 'Comments' tab is selected. Inside the 'Comments' tab, there is a text area with the placeholder text 'No Comments Found'. Below the text area is a button labeled 'Add Comments', which is circled in red. At the bottom of the page, there is a footer bar with 'Available Page-Level Actions: Save Submit Delete' and a 'Hide/Show Footer' link.

STEP 14

Enter "Comments" in the pop-up box. Click the "Save" button to save comments. Select the "x", if you do not wish to submit comments.

NOTE: Saved "Comments" include the date, time and name of the person who submitted the information.

The screenshot shows a 'Comments' pop-up box. The box has a yellow header bar with the title 'Comments' and a close button (X) in the top right corner. Below the header is a large text area with the placeholder text 'Testing'. At the bottom of the text area, there is a status bar that reads 'Text Limit: 1000 | Text Entered: 7'. Below the text area is a row of buttons: 'Save', 'Submit', and 'Delete'. The 'Save' button is highlighted in blue.

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STEP 15

Click the "View Comments" hyperlink to show the entire comment, if the comment is more characters than the screen below allows.

STATE OF WISCONSIN
DWD

Supplier ID: 0000015360

Supplier Name: Northwest Wisconsin Cep Inc

COMET

HomeMy ContractsMy FSRsMy InvoicesMy Financial AdjustmentsMy DetailsReference TablesLogoutHelp

Invoice

General InformationSupplier InformationPayment InformationInvoice LinesComments

Comments

Action	Comments	Date/Time	Name
View Comments	Testing	8/26/2025 11:06:39 AM	Stha, G

Add Comments

available Page-Level Actions:SaveSubmitDelete

Hide/Show Footer

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STEP 16

Select "Submit" once the invoice is complete.

Invoice

General InformationSupplier InformationPayment InformationInvoice LinesComments

Invoice Lines

Contract Number:	8165	Total Amount Paid:	\$5,000.00
Contract Title:	Test WIOA Youth 8-13-25	Program:	WIOA Youth
Total Contract Amount:	\$348,980.00	Sub Program:	
PO Number:	0000012201	Contract Year:	2025

Invoice Lines

Activity Name	Budget	Prior Payments	Total Accumulated Retainage	Amount Requested	Amount to be Paid	Remaining Balance	Percentage Completed	Attachments
INV FSR Admin	\$348,980.00	\$1,500.00		\$5,000.00	\$5,000.00	\$342,480.00	1.86%	View

Edit InvoiceAdd Attachment

Available Page-Level Actions:SaveSubmitDelete

Hide/Show Footer

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STEP 17

You may select "Save" to return to the invoice at a later time. The invoice will remain in a "Pending" status. If you opt to "Delete", you will no longer be able to edit this invoice.

STATE OF WISCONSIN
DWD

Supplier ID: 0000015360

Supplier Name: Northwest Wisconsin Cep Inc

COMET

HomeMy ContractsMy FSRsMy InvoicesMy Financial AdjustmentsMy DetailsReference TablesLogout

Invoice Search

Invoice Number:

Contract Number:

Contract Year:

Invoice Type:

Program:

Sub Program:

Invoice Status:
Submitted

Final Invoice:

Search

Select	Invoice Number	Invoice Date	Total Amount paid on Invoice	Status	Contract Number	Correspondence ID	Program	Sub-Program	Fiscal Year	Title	Final Invoice
Select Invoice	WIOA-DWGAUGUST25_YOUTH_1_GS	08/26/2025	\$5,000.00	Submitted	3165		WIOA Youth		2025	Test WIOA Youth 8-13-25	N

Hide/Show Footer

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STEP 18

Read through the "Acknowledgement" statement and select "OK" to submit the invoice. Selecting "Cancel" returns you to the previous screen.

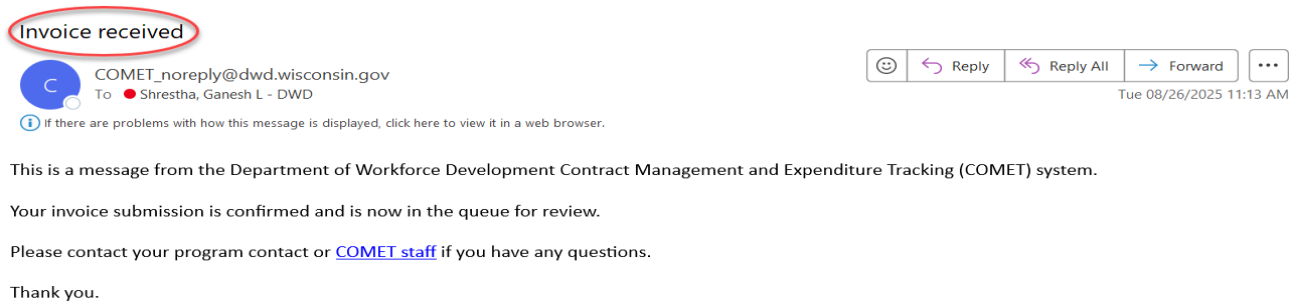
Acknowledgement

By submitting your reimbursement request, you (the grantee) certify that the expenditures included in your reimbursement request:

- Represent actual and necessary costs incurred in support of approved grant activities;
- Are accurate and true to the best of your knowledge;
- Have not been reimbursed previously;
- Are adequately documented in the records of the grantee to fully substantiate the propriety, purposes and amounts of such expenditures, and such documentation will be (a) submitted as part of the reimbursement request (when required for reimbursement), and/or (b) maintained by the grantee (as described in the grant agreement or department policies) and provided to the department as part of any audit or as otherwise requested;
- and Comply with all other applicable state and federal rules and standards included in statute, administrative code, and policy.

Failure to comply with the above provisions may result in recoupment of funds and exclusion from future participation in DWD grant programs.

Once you submit your invoice then you get email below.



STEP 19

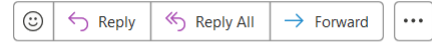
After DWD staff approve the invoice, the supplier receives the following email.

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COMET-Invoice Approved



DETCOMETRegistration@dwd.wisconsin.gov
To: Shrestha, Ganesh L - DWD



Tue 08/26/2025 11:20 AM

If there are problems with how this message is displayed, click here to view it in a web browser.

Department of Workforce Development (DWD) Contract Management and Expenditure Tracking (COMET) system invoice status.

Invoice "WIOA-DWGAUGUST25_YOUTH_1_GS" for "\$5,000.00" has been **approved**.

You may login to [COMET](#) to view the approved invoice. You should expect payment on this approved invoice within 4 business days.

If there are additional questions on the approved invoice or expected payment, please contact [COMET program staff](#).

Thank you for using Wisconsin's COMET system!

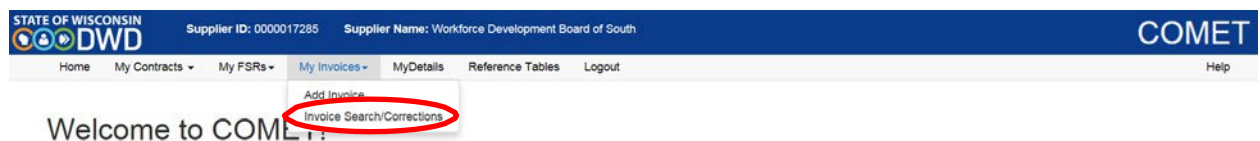
STEP 20

View the home screen (Step 1) to review the status of your invoices.

Invoices in pending, submitted, or re-submitted status are editable until DWD staff selects approve.

STEP 21

Select the "My Invoices" tab and click "Invoice Search/Corrections" to view the status and details of a particular invoice.



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STEP 22

Search for all invoices using the appropriate filter and click on "Select Invoice" to view the invoice.

EXAMPLE – Pending WIOA Youth Invoice: Only WIOA Youth invoice in the Pending status will appear for selection. You may search for invoices in other status by changing the "Invoice Status" filter.

STATE OF WISCONSIN
DWD

Supplier ID: 0000015360

Supplier Name: Northwest Wisconsin Cep Inc

COMET

Home My Contracts ▾ My FSRs ▾ My Invoices ▾ My Financial Adjustments ▾ My Details Reference Tables Logout Help

Invoice Search

Invoice Number:

Contract Number:

Contract Year:

Invoice Type:

Program:

Sub Program:

Invoice Status:

Final Invoice:

WIOA Youth

- No Sub Program Available

Pending

☐

Search

Select	Invoice Number	Invoice Date	Total Amount paid on Invoice	Status	Contract Number	Correspondence ID	Program	Sub-Program	Fiscal Year	Title	Final Invoice
Select Invoice	WIOA-DWGSEP25_YOUTH_5_GS	08/26/2025	\$950.00	Pending	8165		WIOA Youth		2025	Test WIOA Youth 8-13-25	N

Hide/Show Footer

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NOTE: If the status of the invoice is Approved, Paid, Deleted or Cancelled, you may still select the invoice; however, it will be view only.

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