INTRODUCTION TO WAWF (WIDE AREA WORKFLOW)

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with assistance from the NH PTAC team:
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Larry Findeiss, Procurement Counselor
Deb Avery, Training Coordinator

Introduction and Participant Guide

- NH PTAC –
- Stuff to know before we start
  - Muting
  - Chat function
  - Slides will be posted at www.NHEconomy.com/ptac under Training Presentations
  - Session is being recorded
  - We will post the recording as soon as we're able

What to Expect from Today's Webinar

- What is WAWF?
  - Benefits
  - Customers
- Registration
  - Contract Administrator
  - Additional Users
- Document Creation and Submission
  - Contract Information
- Web Training

WHAT IS WAWF?

- WAWF = Wide Area Workflow
- DOD's mandated web-based application for electronic invoicing, receipt and acceptance.
  - **DFARS 252.232-7003 Electronic Invoicing**
- System that allows DoD to reach its e-invoicing goals and reduce interest penalties due to lost or misplaced documents.
- Housed within PIEE (Procurement Integrated Enterprise Environment)

WAWF BENEFITS

- Standardized payment process across DoD
- Secure Transactions, Auditable
- Accurate and timely payments
- Accessible from anywhere
  - Mobile app!
- Eliminates multiple manual entries, therefore reducing errors
- Reduces mailing, lost documents
- Reduces interest penalties

WAWF Customers

- Air Force (USAF)
- Army (USA)
- Defense Finance and Accounting Service (DFAS)
- Defense Information Systems Agency (DISA)
- Defense Contract Audit Agency (DCAA)
- Defense Contract Management Agency (DCMA)
- Defense Logistics Agency (DLA)
- Marine Corps (USMC)
- Navy (USN)
- Other Defense Agencies (ODAs)

Vendor Registration

- PIEE Registration
- SAM Registration required
- Electronic Business Point of Contact (EB POC) in SAM record must be established
- EB POC will be **Contract Administrator (CAM)**
  - If not listed this will need to be updated before PIEE Registration can be completed.
- A "vendor group" must be established in PIEE for your CAGE Code by calling Customer Support Center 1-866-618-5988 or sending an email to DISA Ogden (Step 3, bullet 3)

CAM APPOINTMENT

- If you appoint a CAM that is not your EB POC must submit CAM appointment letter
  - signed by their EB POC
  - Submit via email to the Ogden Customer Support Center
- The CAM being appointed shall immediately register for an account in PIEE (if not already completed)

Additional Users

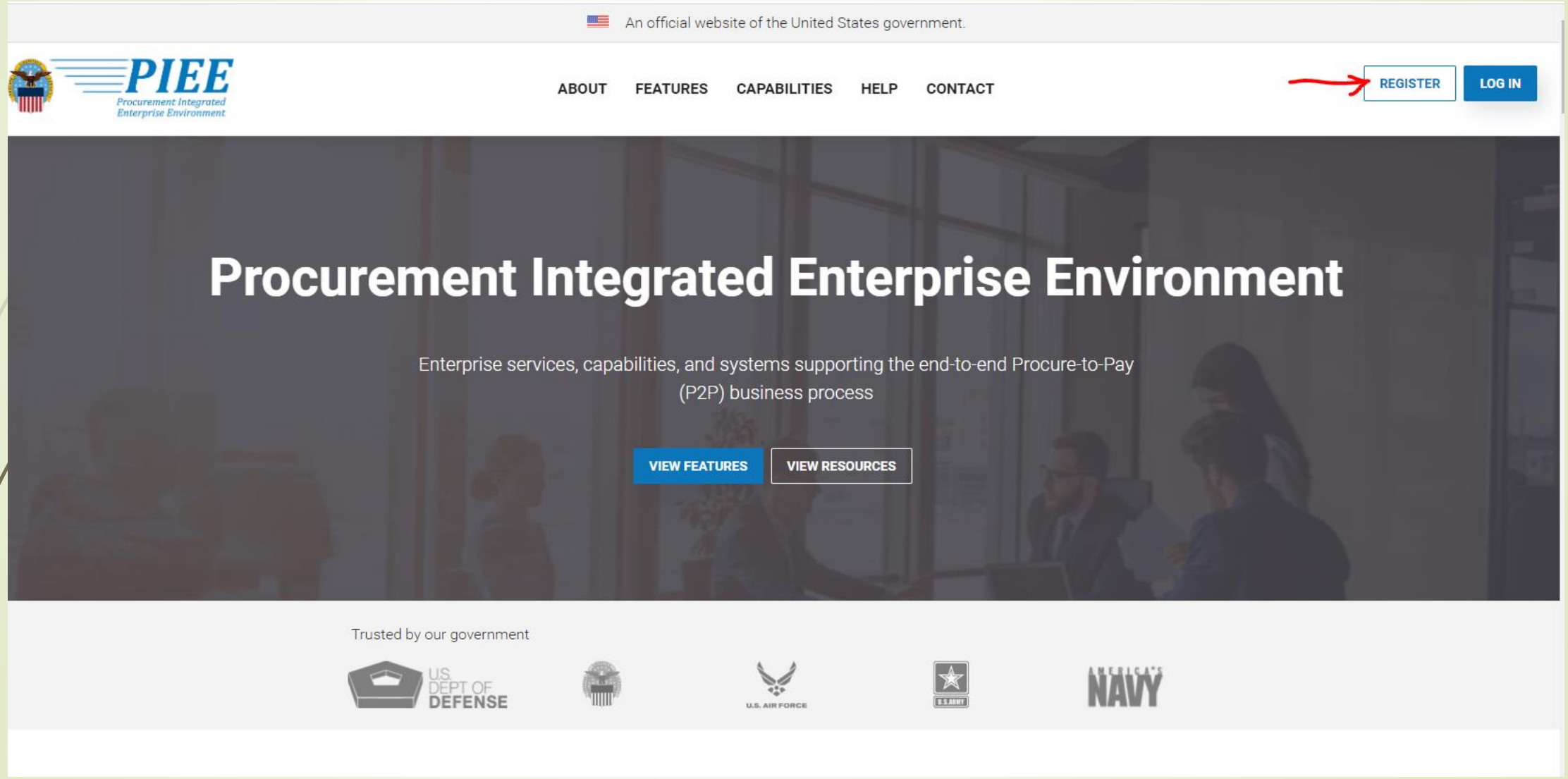
- CAM determines who has access to their data in PIEE and provides the authorization to activate.
- The EB POC (if different than CAM) will also be contacted when there is a question about invoices submitted through WAWF.
- CAM and EB POC should at the very least know who to contact for questions related to the invoices submitted in WAWF
- All users that have a need to access the system should self-register in PIEE for the proper vendor role and take the web-based training.

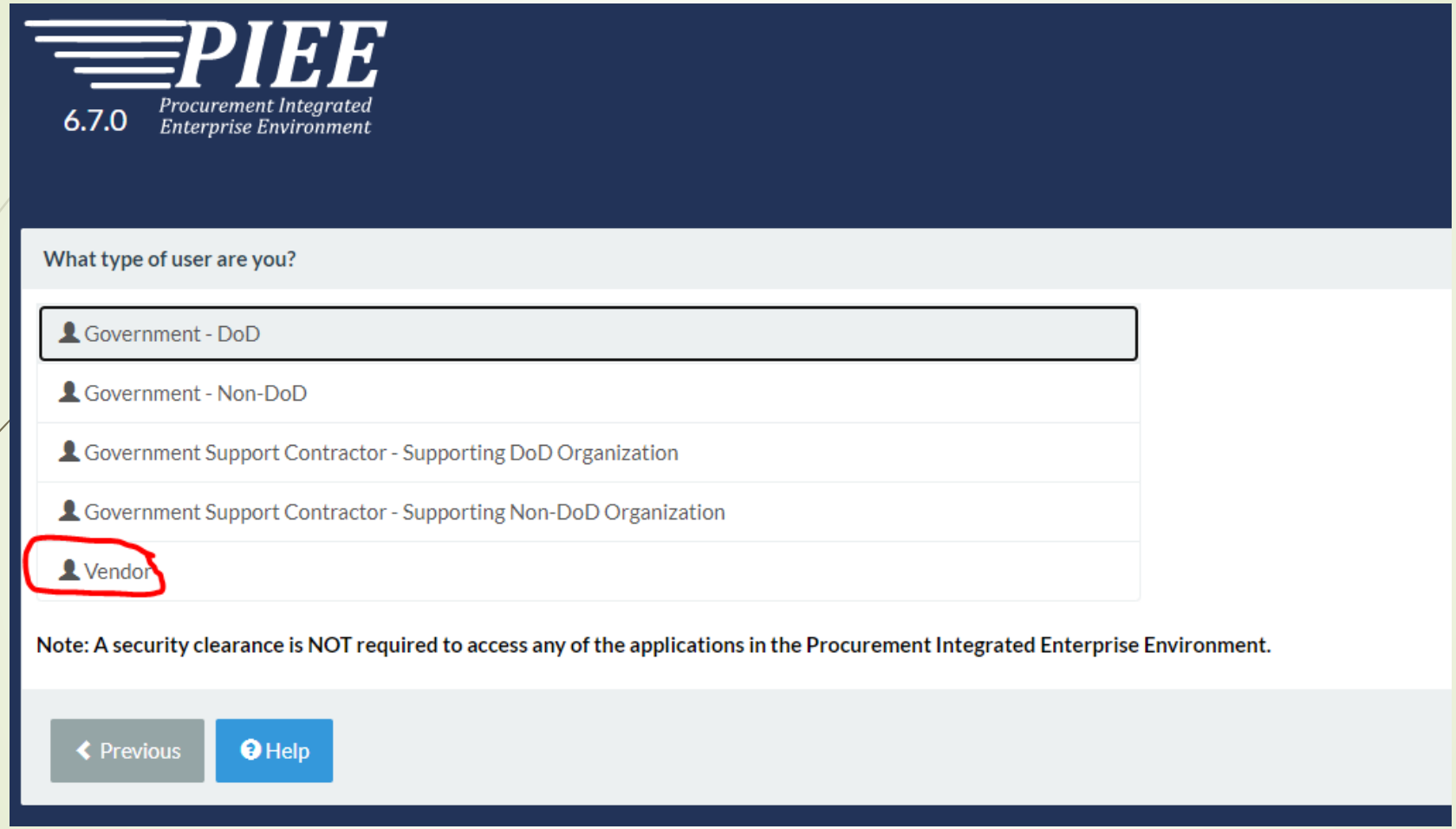
Initial Registration in PIEE

Your Connection to WAWF, SPRS and More!

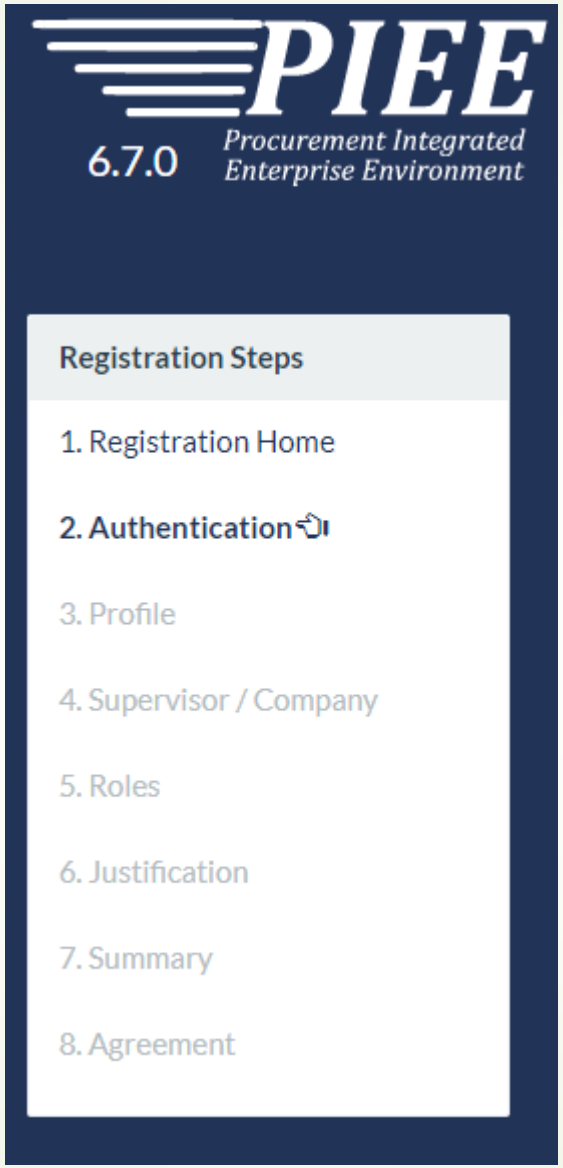
NH PTAC training for PIEE Registration and SPRS Cybersecurity assessment

https://piee.eb.mil/piee-landing/





Making a selection here automatically moves you to the next page (no Next button)


PIEE
6.7.0
Procurement Integrated
Enterprise Environment
Registration Steps
1. Registration Home
2. Authentication
3. Profile
4. Supervisor / Company
5. Roles
6. Justification
7. Summary
8. Agreement

Authentication

How will you be accessing the Procurement Integrated Enterprise Environment applications? *

User ID \ Password

User ID *

Password *

Password Confirmation *

CAPTCHA Image

Audio
Reload

Enter in text image above.

User ID Rules

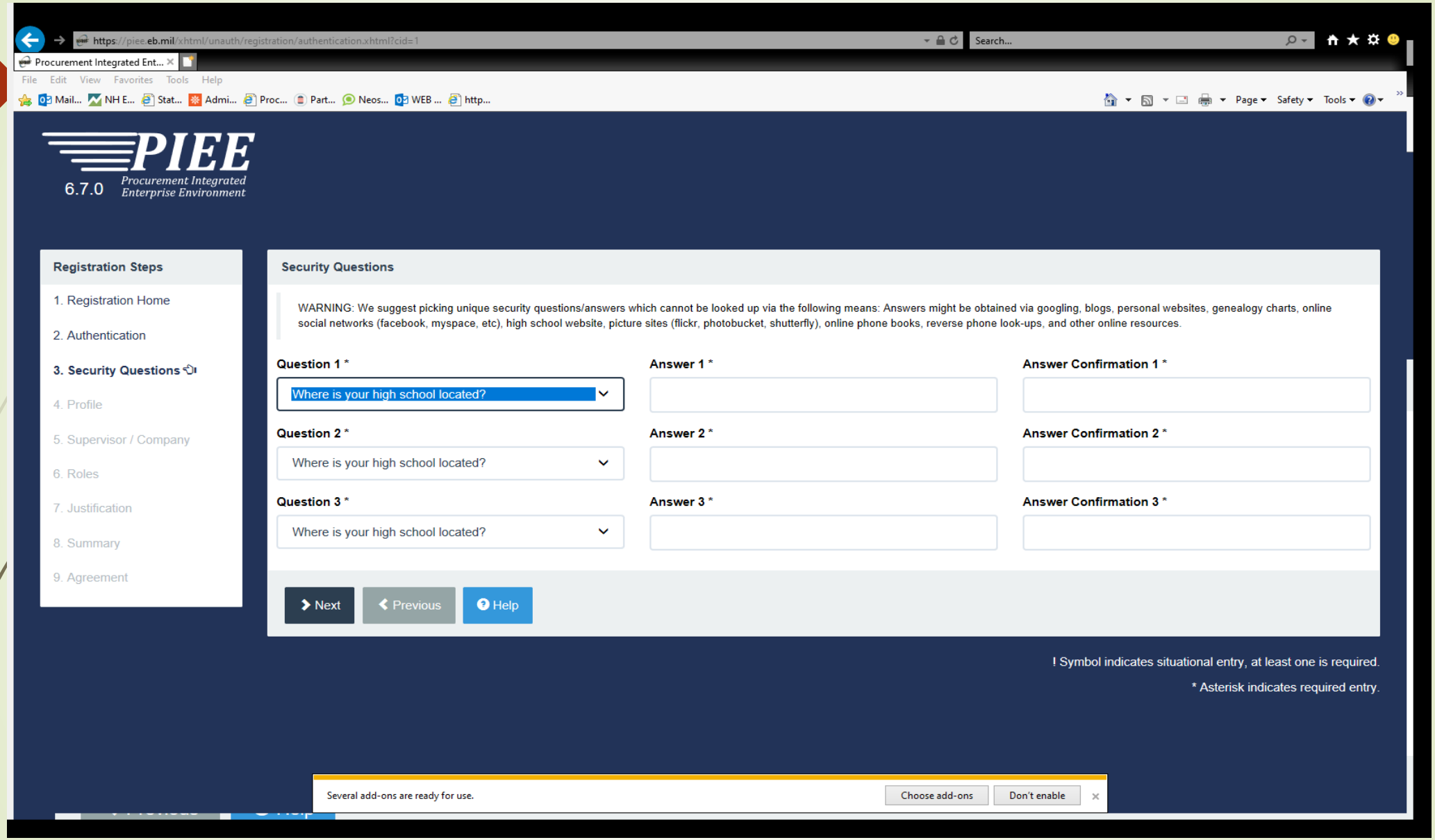
- Minimum 8 Characters.
- May Contain ONLY the following special characters ~ ! # $. _ { }
- May NOT contain spaces.
- Must not already be registered in the Procurement Integrated Enterprise Environment.

Password Rules

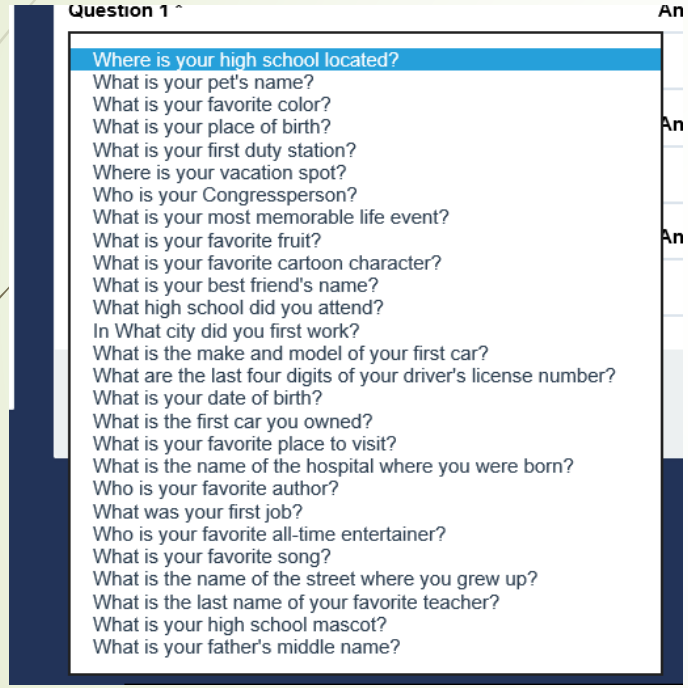
- Minimum 15 characters
- Must contain at least 1 capital letter
- Must contain at least 1 lower case letter
- Must contain at least 1 number
- Must contain at least 1 special character
- Entered passwords must be different from last 10 passwords used
- Cannot be changed within 24 hours
- Entered passwords cannot be the same as User ID

Note Rules for User ID and Password

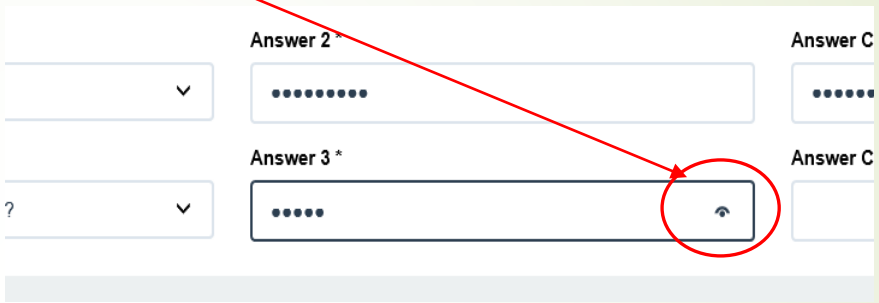
Next | Previous | Home | Help


https://piee.eb.mil/xhtml/unauth/registration/authentication.xhtml?cid=1
Search...
Procurement Integrated Ent...
File Edit View Favorites Tools Help
Page Safety Tools
PIEE
6.7.0
Procurement Integrated Enterprise Environment
Registration Steps
1. Registration Home
2. Authentication
3. Security Questions
4. Profile
5. Supervisor / Company
6. Roles
7. Justification
8. Summary
9. Agreement
Security Questions
WARNING: We suggest picking unique security questions/answers which cannot be looked up via the following means: Answers might be obtained via googling, blogs, personal websites, genealogy charts, online social networks (facebook, myspace, etc), high school website, picture sites (flickr, photobucket, shutterfly), online phone books, reverse phone look-ups, and other online resources.
Question 1 *
Where is your high school located?
Answer 1 *
Answer Confirmation 1 *
Question 2 *
Where is your high school located?
Answer 2 *
Answer Confirmation 2 *
Question 3 *
Where is your high school located?
Answer 3 *
Answer Confirmation 3 *
Next
Previous
Help
! Symbol indicates situational entry, at least one is required.
* Asterisk indicates required entry.
Several add-ons are ready for use.
Choose add-ons
Don't enable

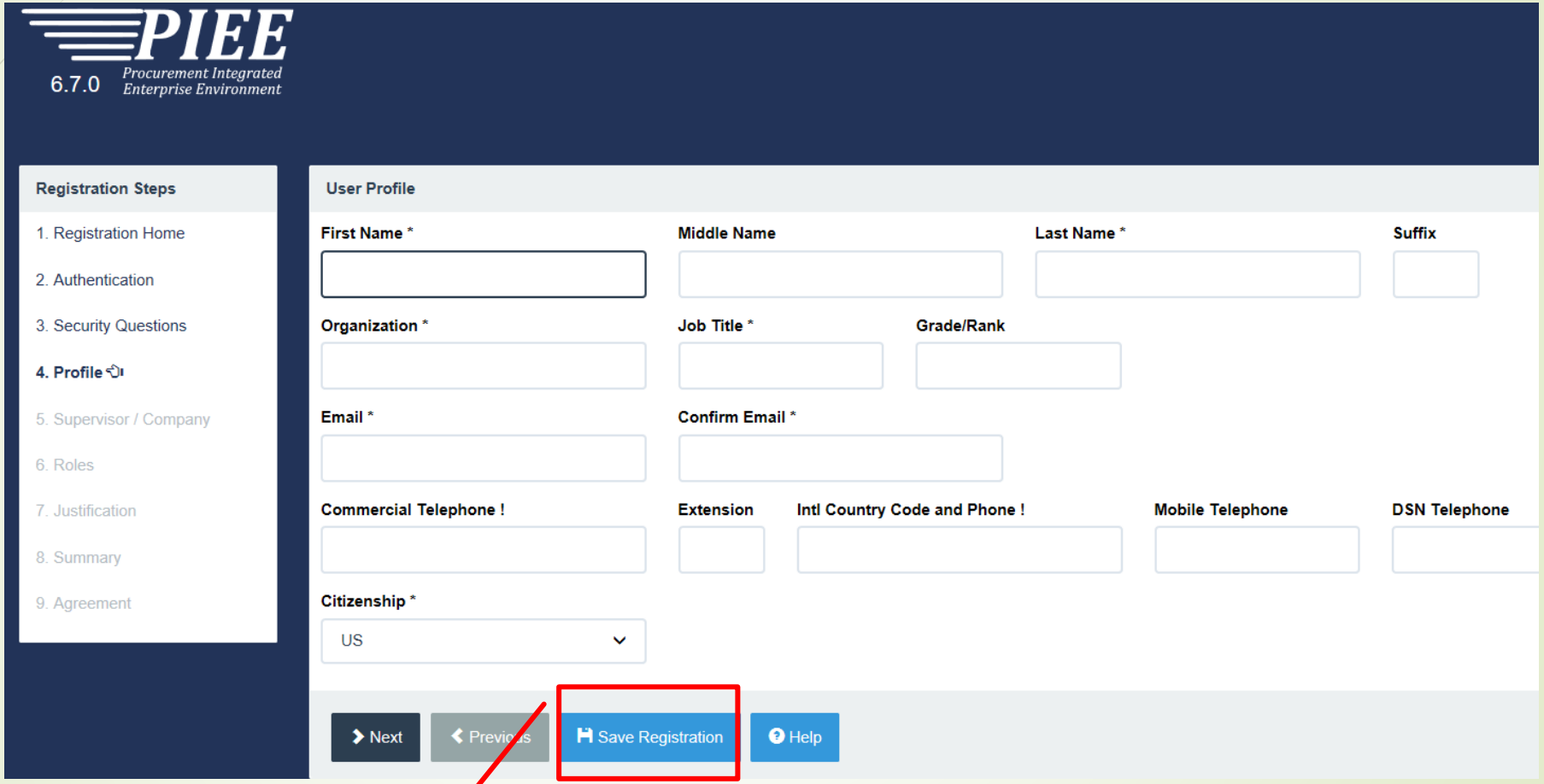
Sample of security questions; need to select three



To view your answer(s), click and hold on the eye that appears in the right corner of field.

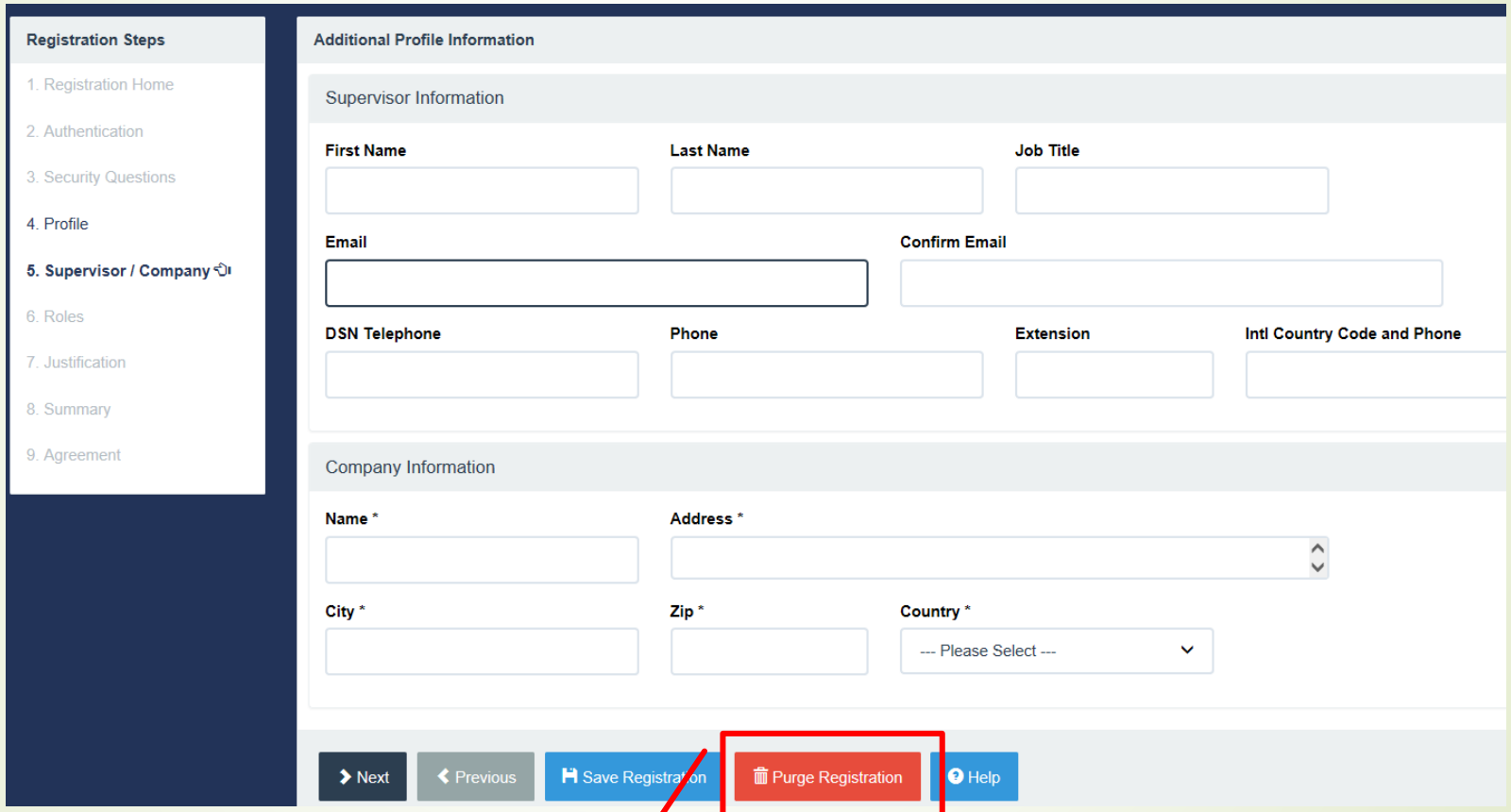


Step 4: User Profile



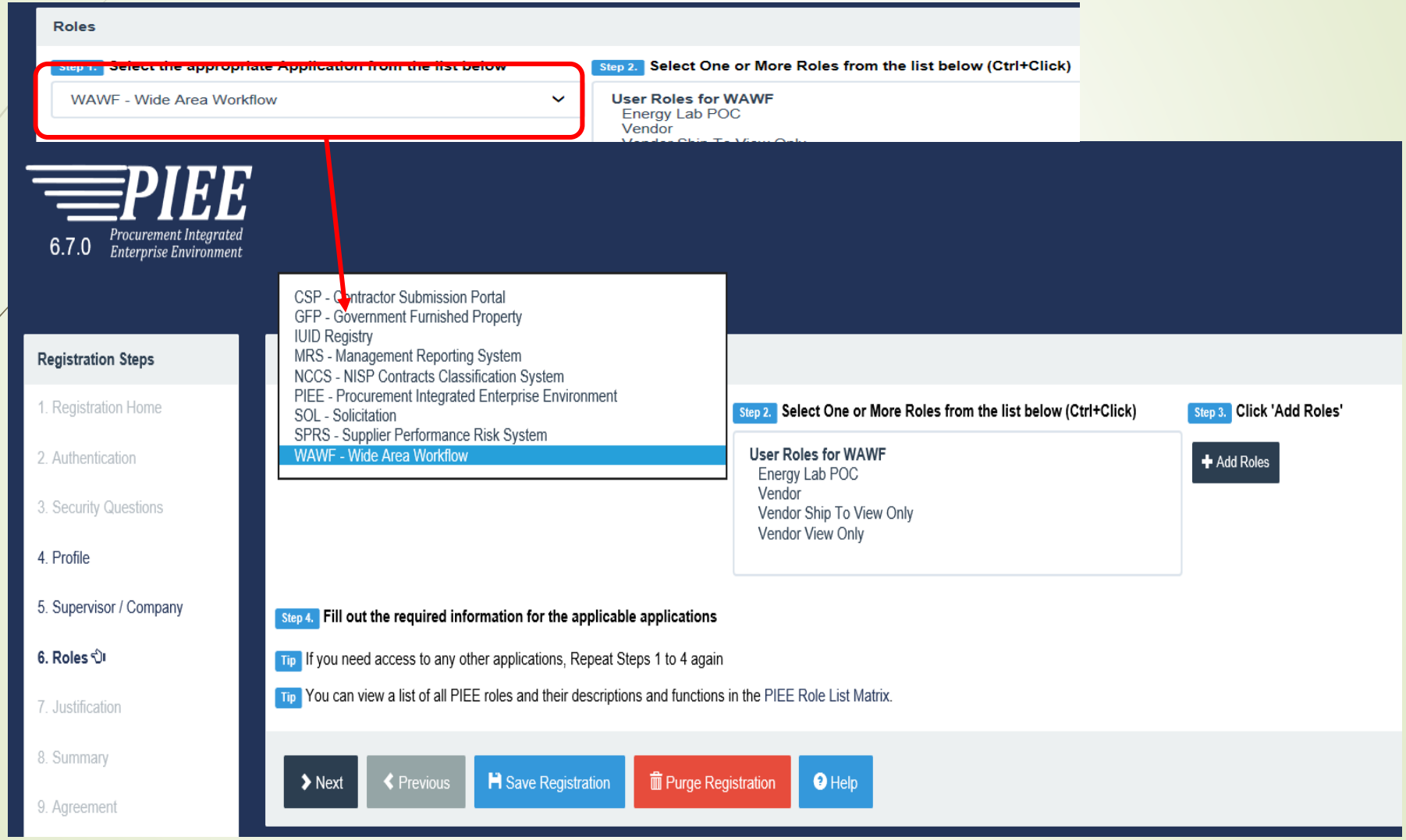
Note option now to Save Registration (and continue later)

Step 5: Supervisor/Company Information



Note new option to Purge

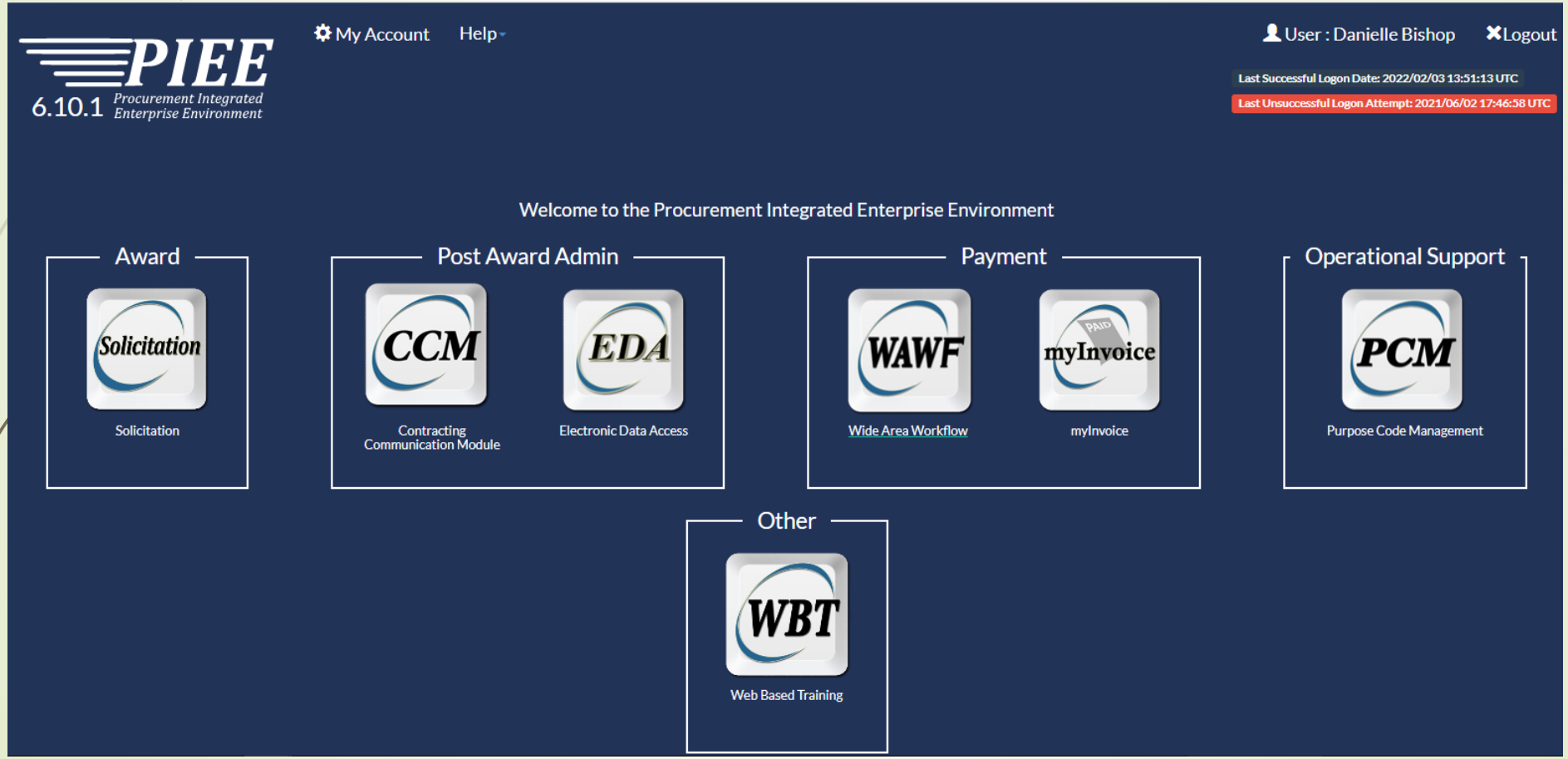
Step 6: Roles (and Applications)



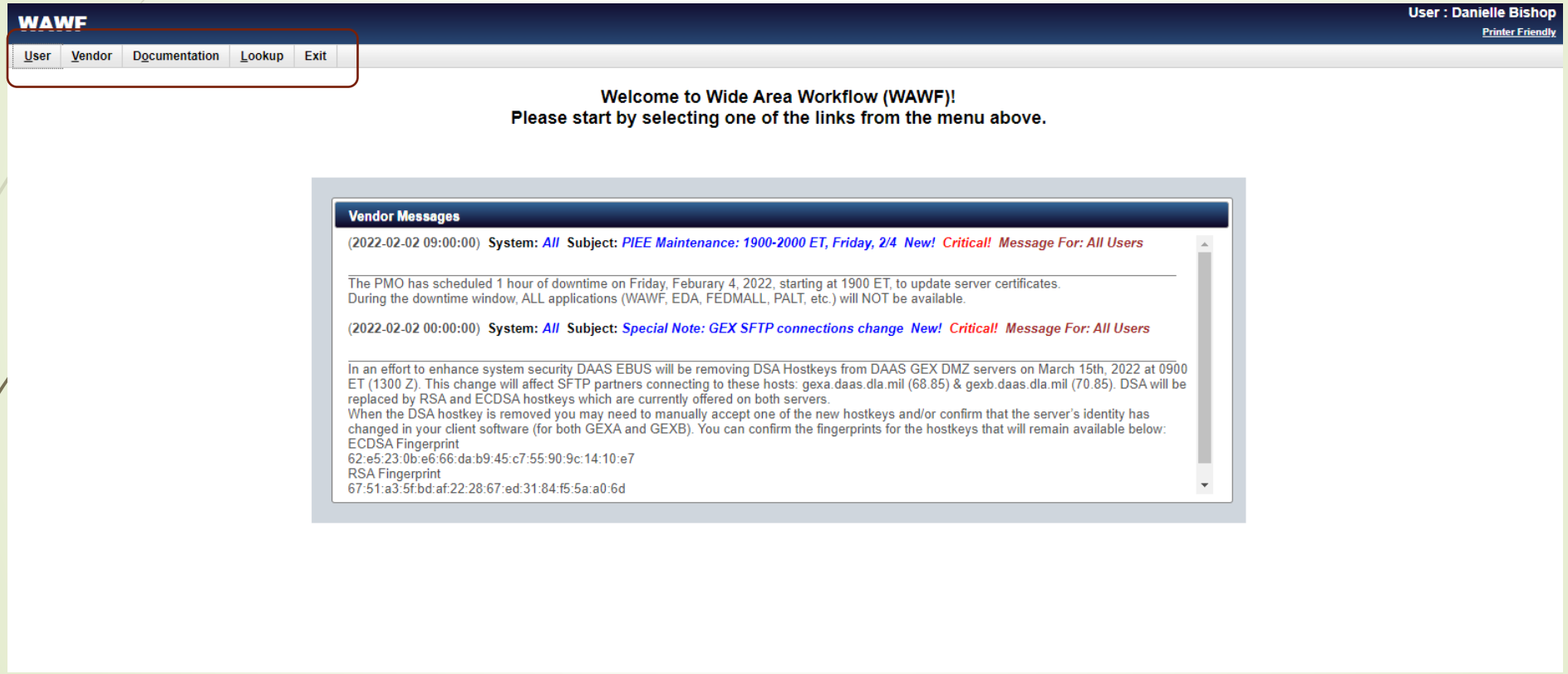
WAWF

- **CAGE** Code information is pulled from SAM (System for Award Management)
- **DoDAAC** information is pulled from DAASC (Defense Automatic Addressing System Center)
- **EDA** (Electronic Data Access) - contract information is pulled from this system
- **INVOICING/BILLING INSTRUCTIONS** in contract
  - BLOCK 13 of Contract "MAIL INVOICES.." should state "SEE WAWF 252.232-7006"
  - DoD will not accept mailed invoices

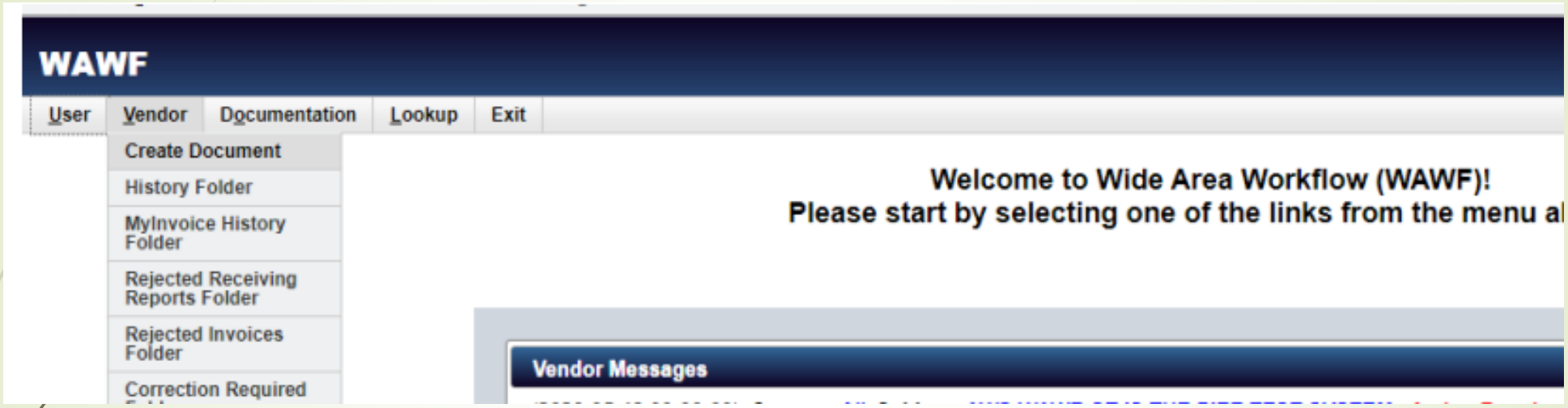
PIEE Home Page (upon login)



WAWF Home page

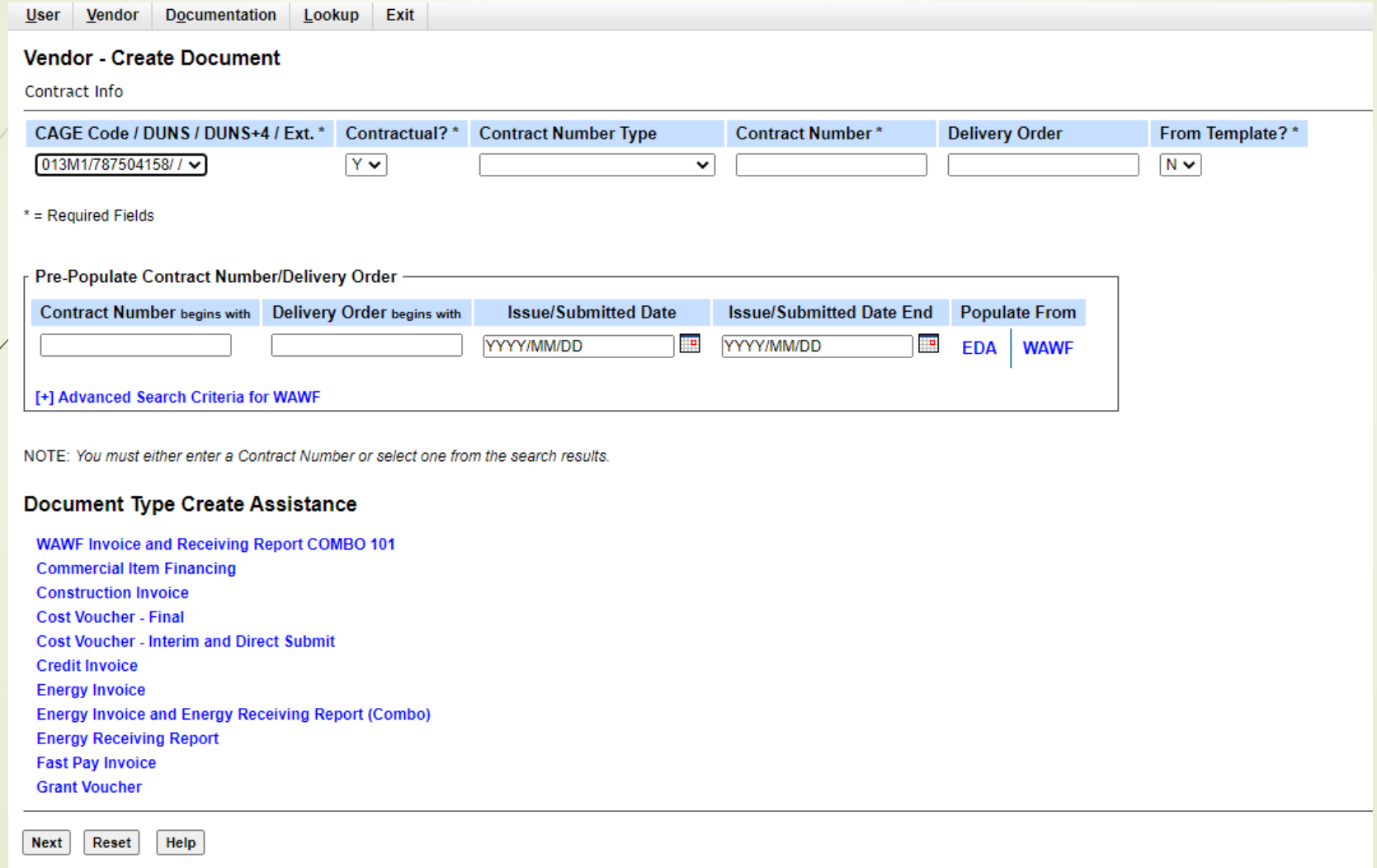


DOCUMENT CREATION



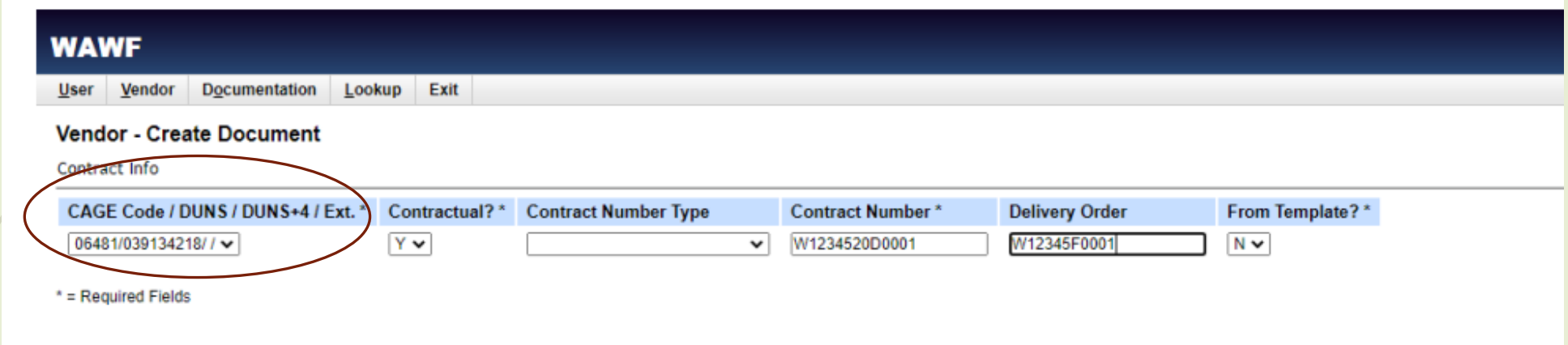
*The images and instructions on slides 23-34 are taken from the Web-based training within PIEE.
Instructions to access these screens and additional document creation screenshots/training videos provided later in the presentation.

CREATE DOCUMENT



CREATE DOCUMENT

Complete only items marked with asterisk (*)



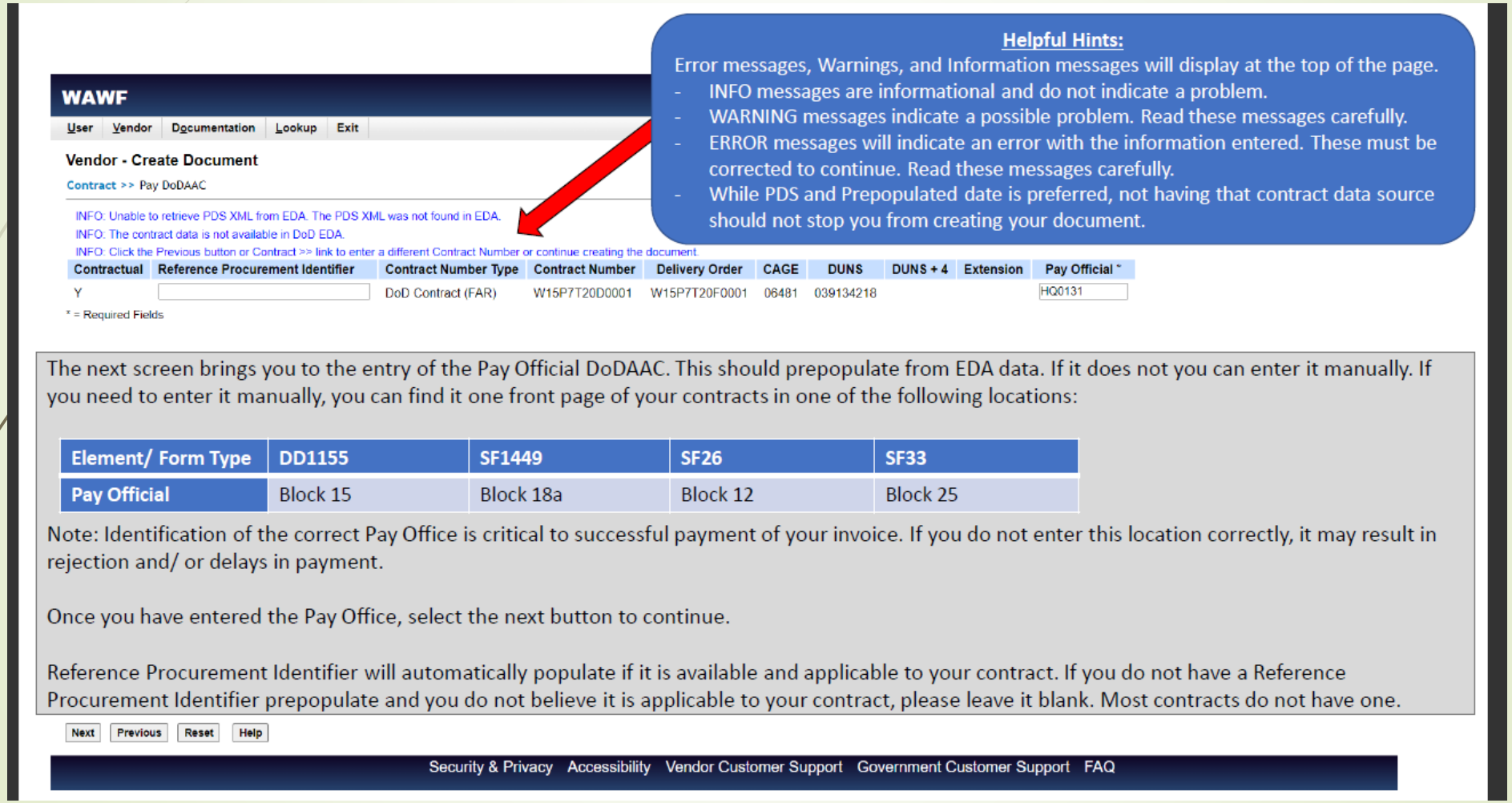
1. Select CAGE/DUNS

2. Enter Contract Number (& Delivery Order #, if applicable)

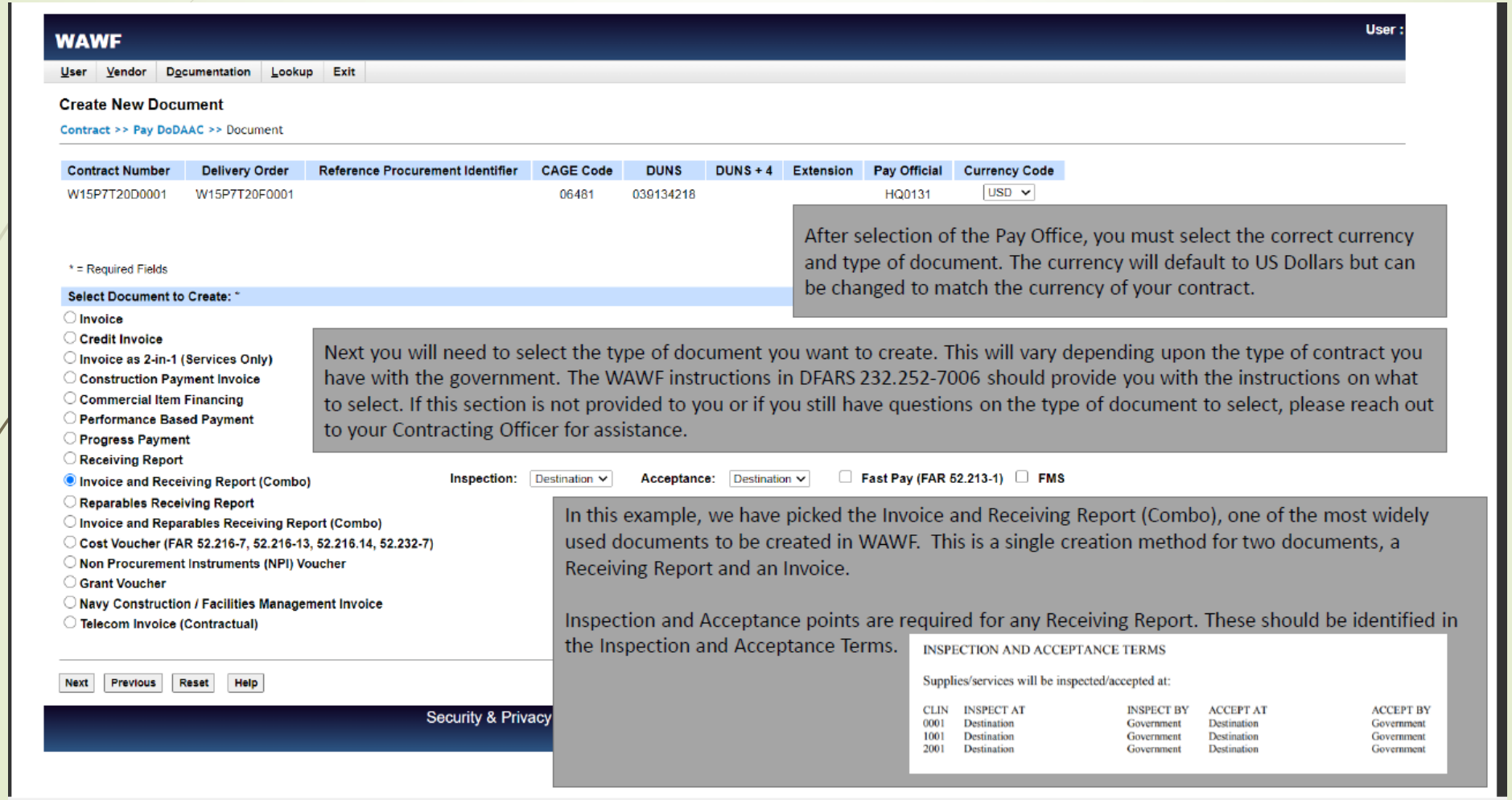
3. From Template? No

Element/ Form Type	DD1155	SF1449	SF26	SF33
CAGE	Block 9	Block 17a	Block 7	Block 15A
Contract Number	Block 1	Block 2	Block 2	Block 2
Delivery Order	Block 2	Block 4	Block 4	Block 6

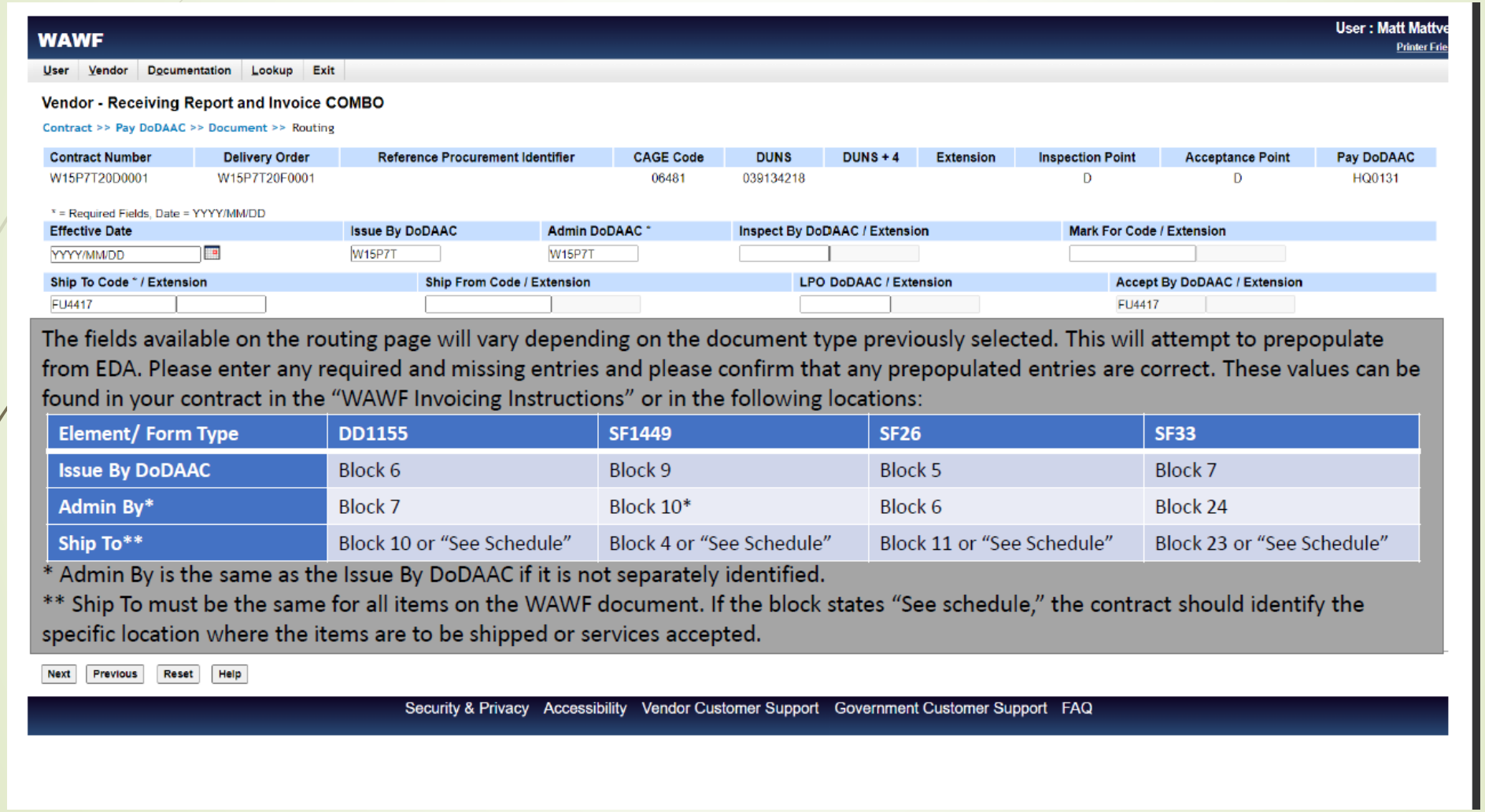
CREATE DOCUMENT



CREATE DOCUMENT



CREATE COMBO Document



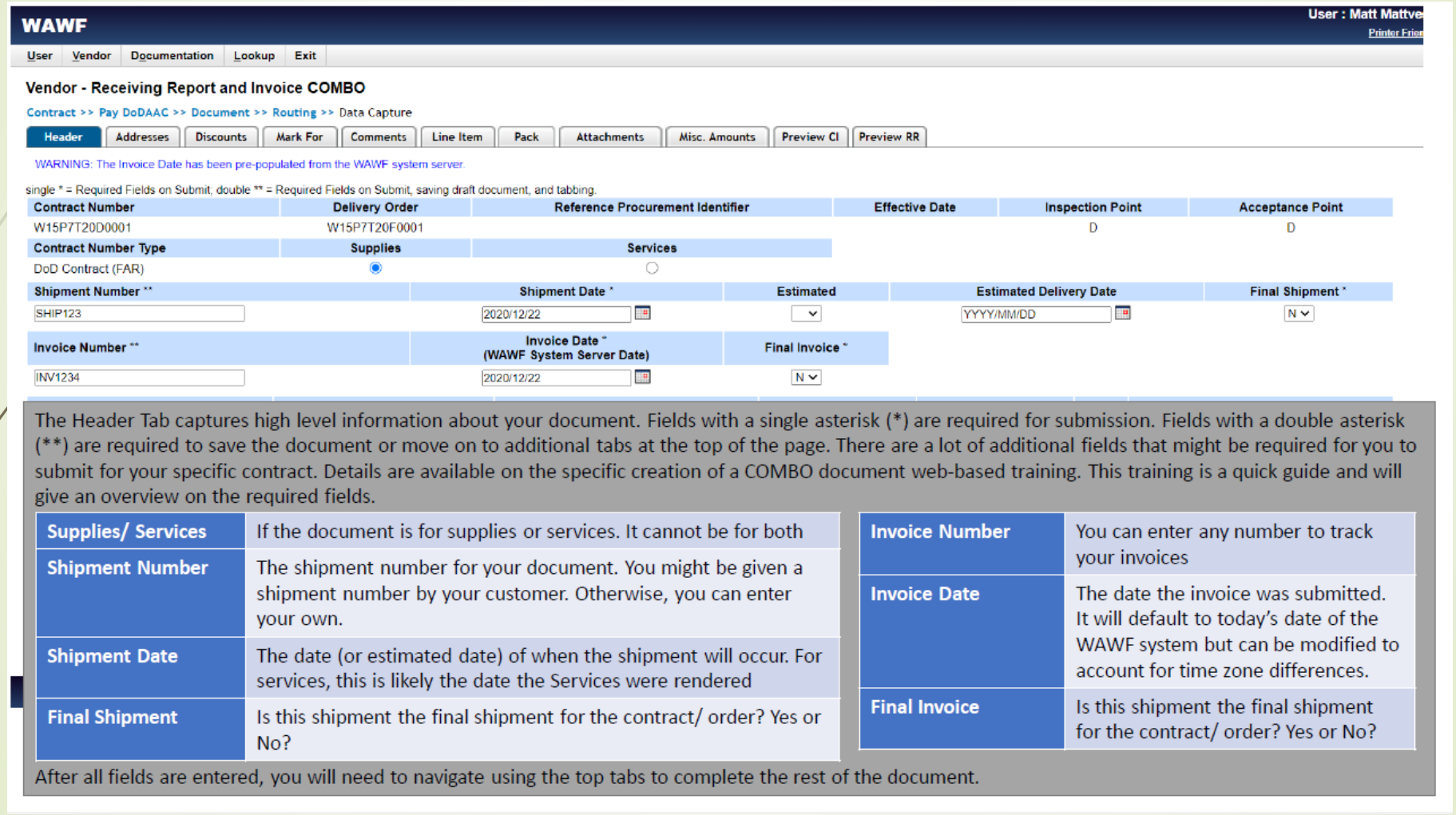
The fields available on the routing page will vary depending on the document type previously selected. This will attempt to prepopulate from EDA. Please enter any required and missing entries and please confirm that any prepopulated entries are correct. These values can be found in your contract in the "WAWF Invoicing Instructions" or in the following locations:

Element/ Form Type	DD1155	SF1449	SF26	SF33
Issue By DoDAAC	Block 6	Block 9	Block 5	Block 7
Admin By*	Block 7	Block 10*	Block 6	Block 24
Ship To**	Block 10 or "See Schedule"	Block 4 or "See Schedule"	Block 11 or "See Schedule"	Block 23 or "See Schedule"

* Admin By is the same as the Issue By DoDAAC if it is not separately identified.

** Ship To must be the same for all items on the WAWF document. If the block states "See schedule," the contract should identify the specific location where the items are to be shipped or services accepted.

HEADER TAB



The Header Tab captures high level information about your document. Fields with a single asterisk (*) are required for submission. Fields with a double asterisk (**) are required to save the document or move on to additional tabs at the top of the page. There are a lot of additional fields that might be required for you to submit for your specific contract. Details are available on the specific creation of a COMBO document web-based training. This training is a quick guide and will give an overview on the required fields.

Supplies/ Services	If the document is for supplies or services. It cannot be for both
Shipment Number	The shipment number for your document. You might be given a shipment number by your customer. Otherwise, you can enter your own.
Shipment Date	The date (or estimated date) of when the shipment will occur. For services, this is likely the date the Services were rendered
Final Shipment	Is this shipment the final shipment for the contract/ order? Yes or No?

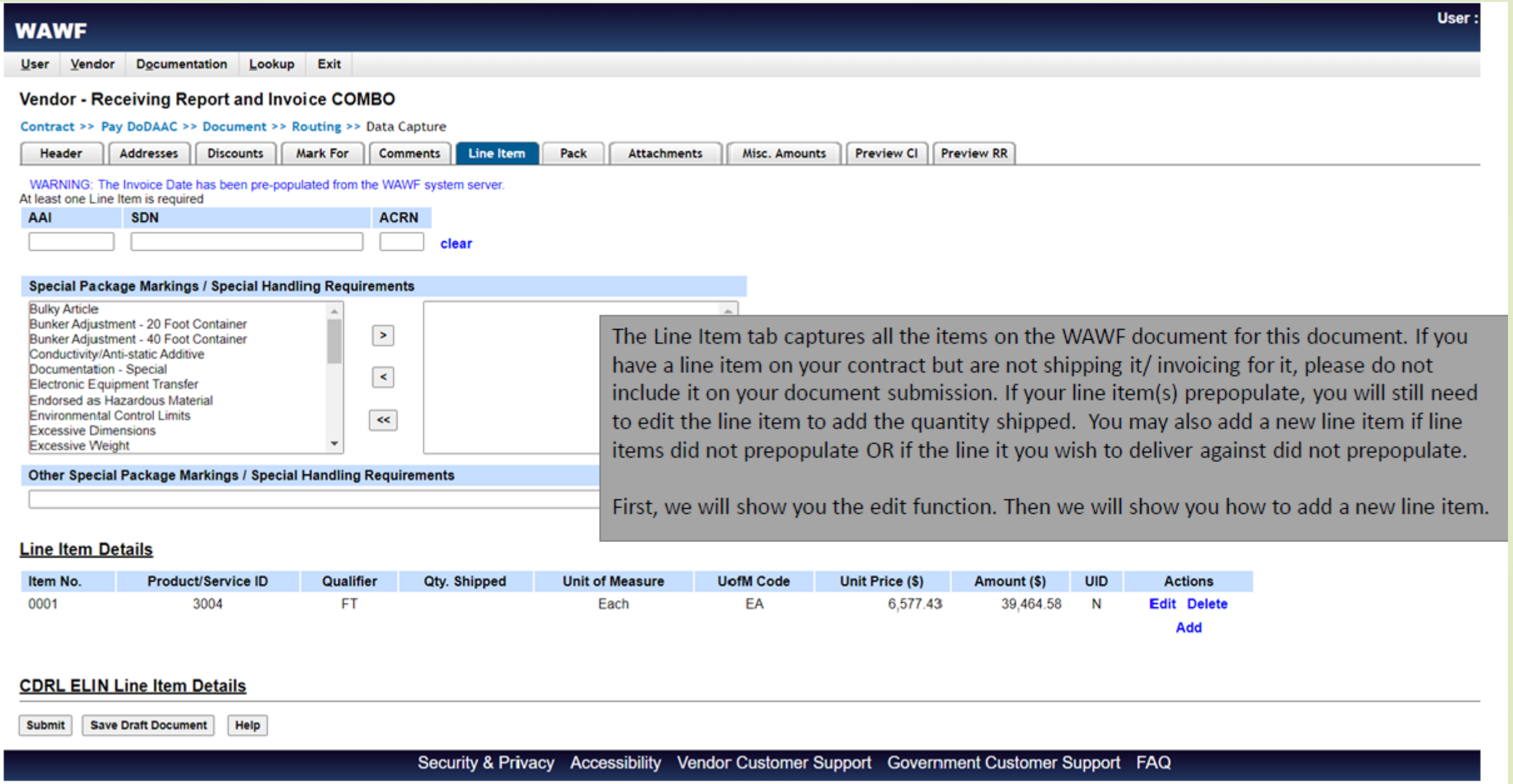
Invoice Number	You can enter any number to track your invoices
Invoice Date	The date the invoice was submitted. It will default to today's date of the WAWF system but can be modified to account for time zone differences.
Final Invoice	Is this shipment the final shipment for the contract/ order? Yes or No?

After all fields are entered, you will need to navigate using the top tabs to complete the rest of the document.

WAWF Document Sections

The rest of the tabs on the WAWF document are:

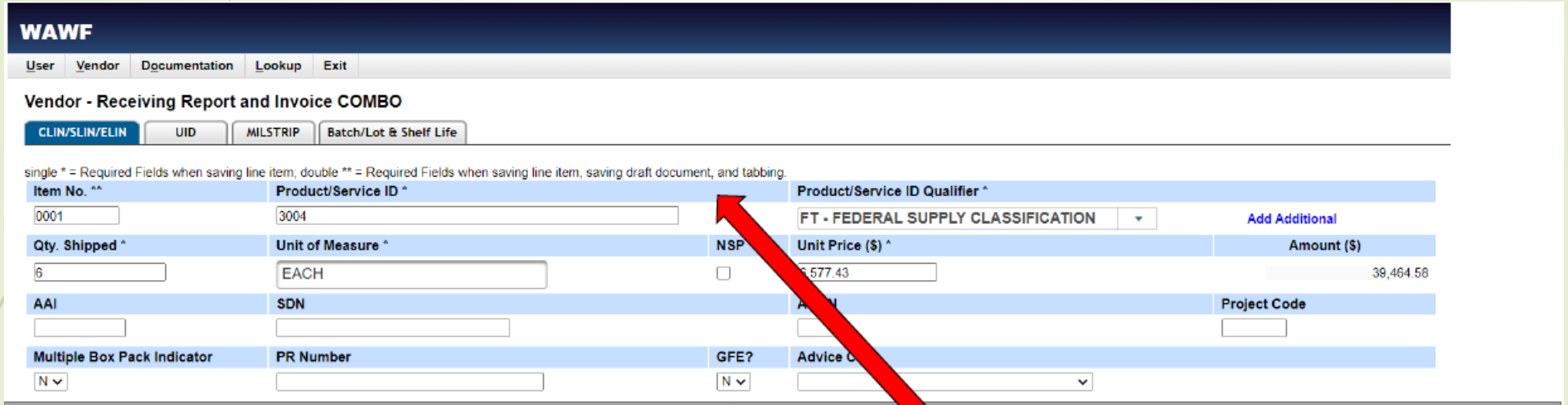
Address	They physical addresses are displays from the codes (CAGE and DoDAAC) during the document creation process.
Discounts	Ability to offer discounts beyond those in the contract.
Mark For	Identification of the Mark For Party if one is identified.
Comments	Document level comments.
***Line Item**	The place to identify the goods or services being delivered on this document.
Pack	The ability to provide RFID tracking information.
Attachments	Upload any supporting documentation as an electronic attachment to your submission.
Misc. Amounts	A place to identify allowable charges, fees, and taxes.
Preview CI	To preview the completed Commercial Invoice document with all data captured through the creation process.
Preview RR	To preview the completed Receiving Report document with all data captured through the creation process.



The Line Item tab captures all the items on the WAWF document for this document. If you have a line item on your contract but are not shipping it/ invoicing for it, please do not include it on your document submission. If your line item(s) prepopulate, you will still need to edit the line item to add the quantity shipped. You may also add a new line item if line items did not prepopulate OR if the line it you wish to deliver against did not prepopulate.

First, we will show you the edit function. Then we will show you how to add a new line item.

Editing Line Item(s)



The line item data prepopulates from the contract. You must enter the quantity shipped as well as any required fields that did not prepopulate. These are marked with an asterisk (*). Please be sure that prepopulated fields correctly match your contract. The list of line items can be found in the contract. Here is an example of what those details might look like through it can vary slightly from contract to contract.

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001		12	Each	$6,577.43	$78,929.16
	Detailed Description of Item FFP FOB: Destination PURCHASE REQUEST NUMBER: PRNUM123				

This training does not go into the details of UID, MILSTRIP or Batch/ Lot & Shelf Data. If your contract has these requirements and you require additional help on how to complete these tabs, please visit the detailed Receiving Report or COMBO training.

One all fields are entered and verified, click the “Save CLIN/ SLIN/ ELIN” button to return to the previous screen.

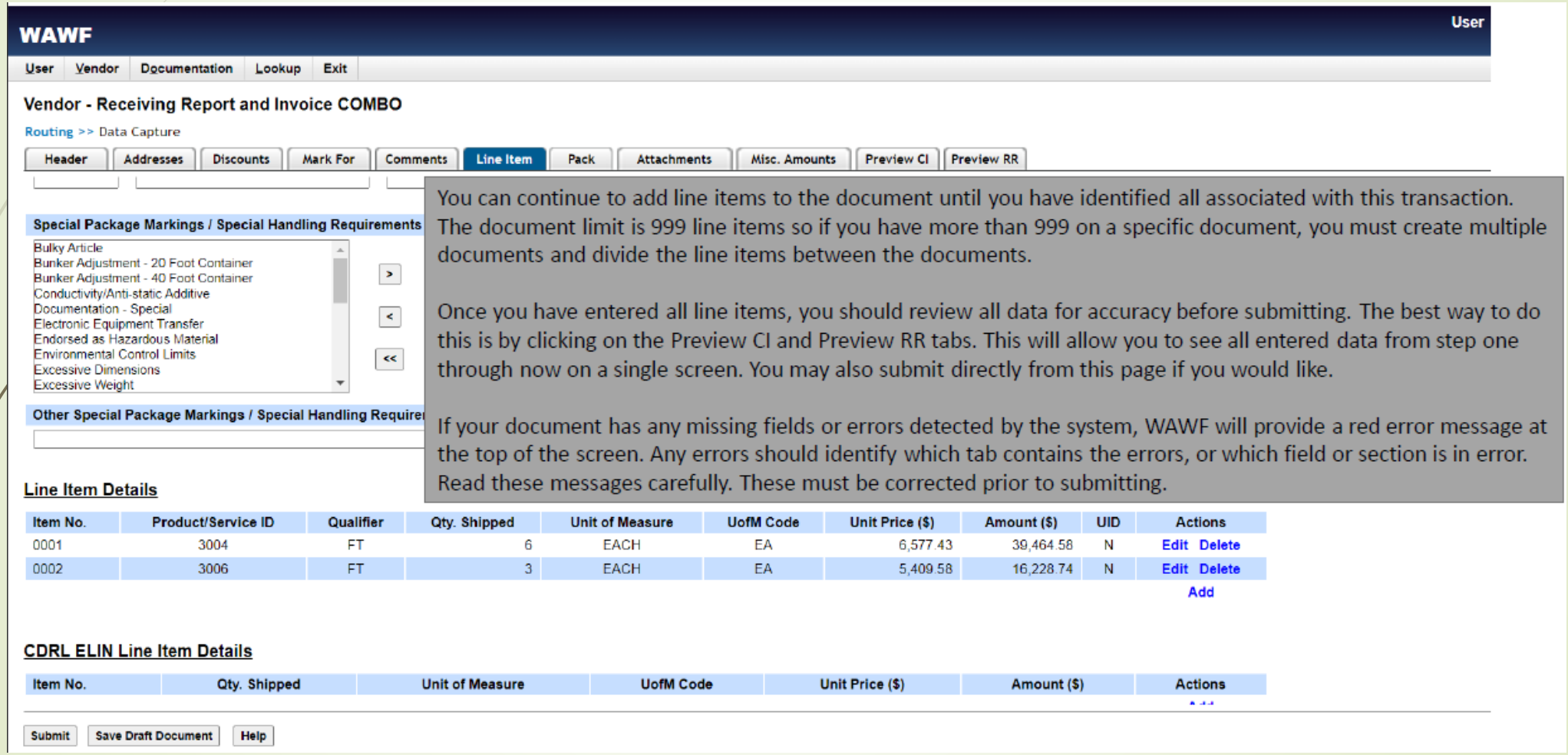
Helpful Hints:

Some line item details may need to be provided and will not come directly from the contract depending on your individual contract terms and format.

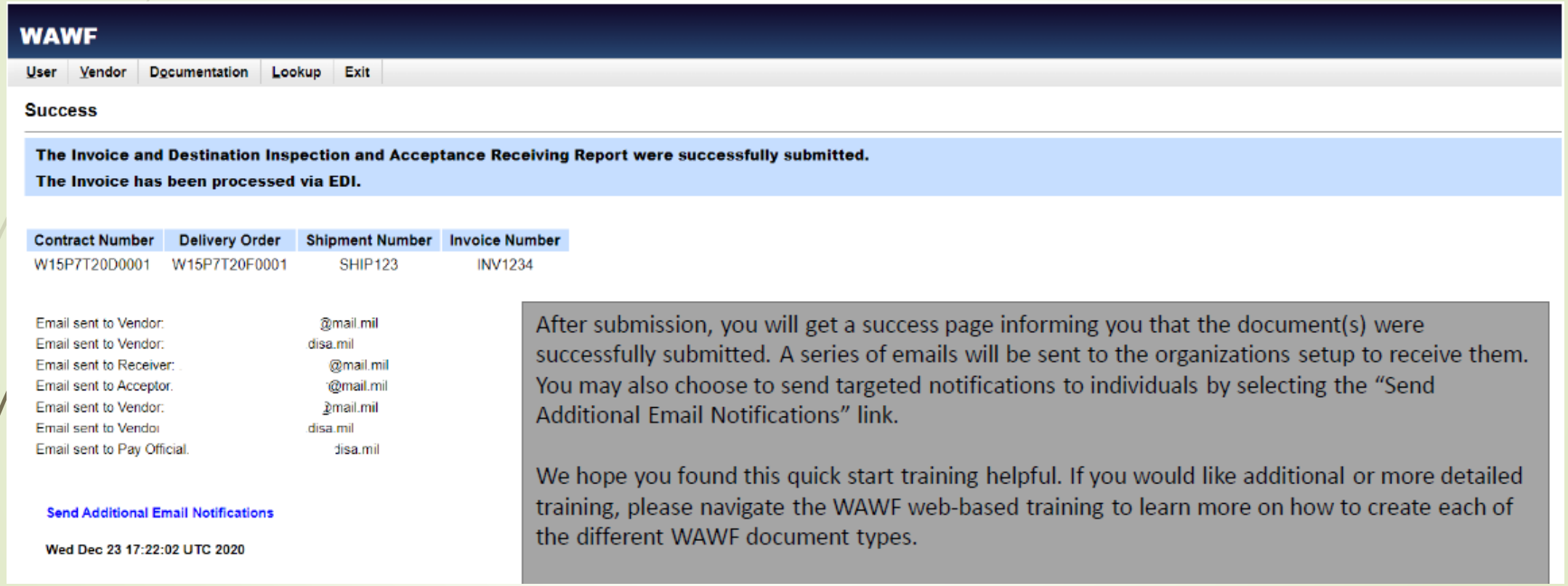
For example, some Product/ Service data is often only able to supplied by the vendor.

- Product/ Service IDs help identify the item
- Product/ Service ID Qualifiers help define or describe the Product/ Service ID provided

Confirm and Submit



Submitted!



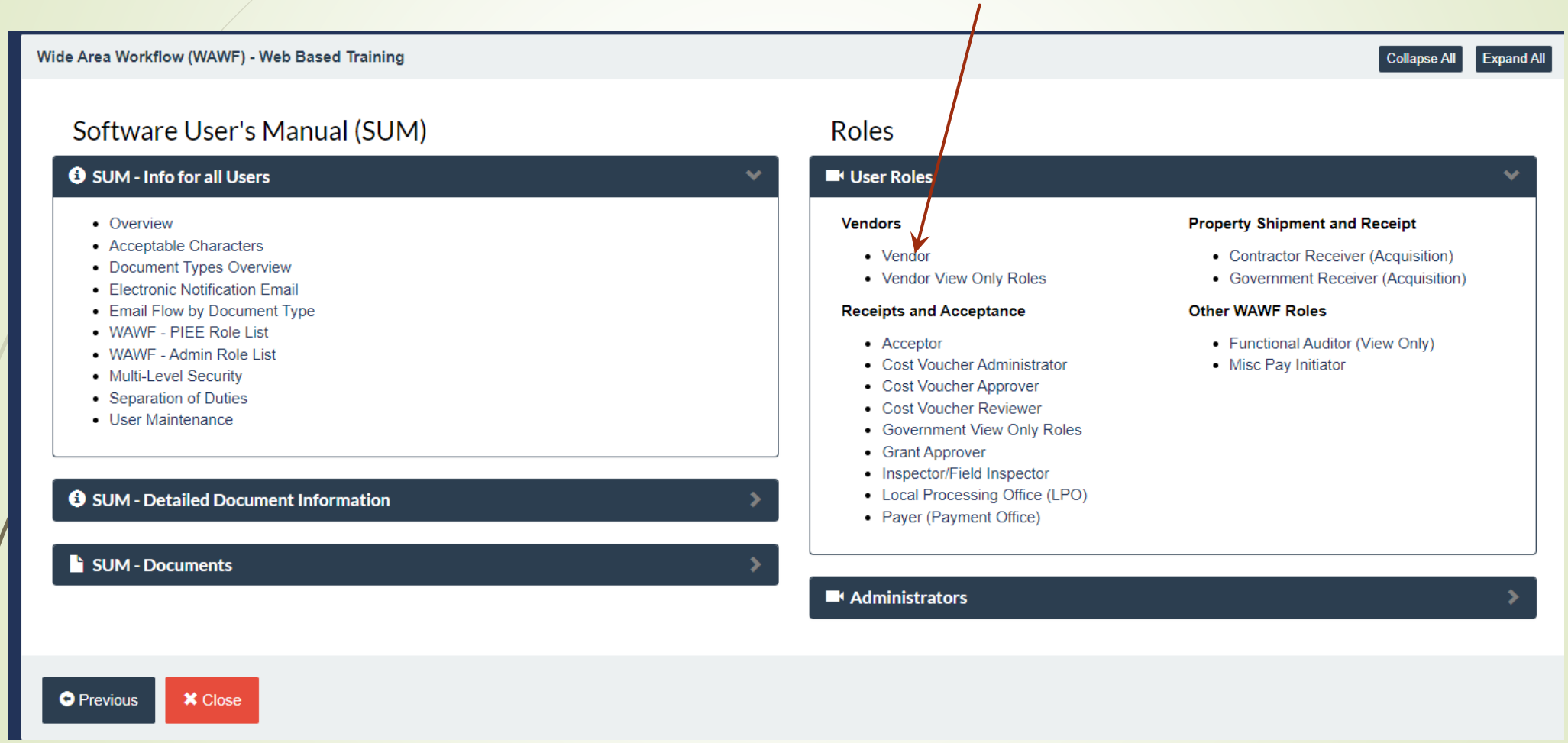
After submission, you will get a success page informing you that the document(s) were successfully submitted. A series of emails will be sent to the organizations setup to receive them. You may also choose to send targeted notifications to individuals by selecting the "Send Additional Email Notifications" link.

We hope you found this quick start training helpful. If you would like additional or more detailed training, please navigate the WAWF web-based training to learn more on how to create each of the different WAWF document types.

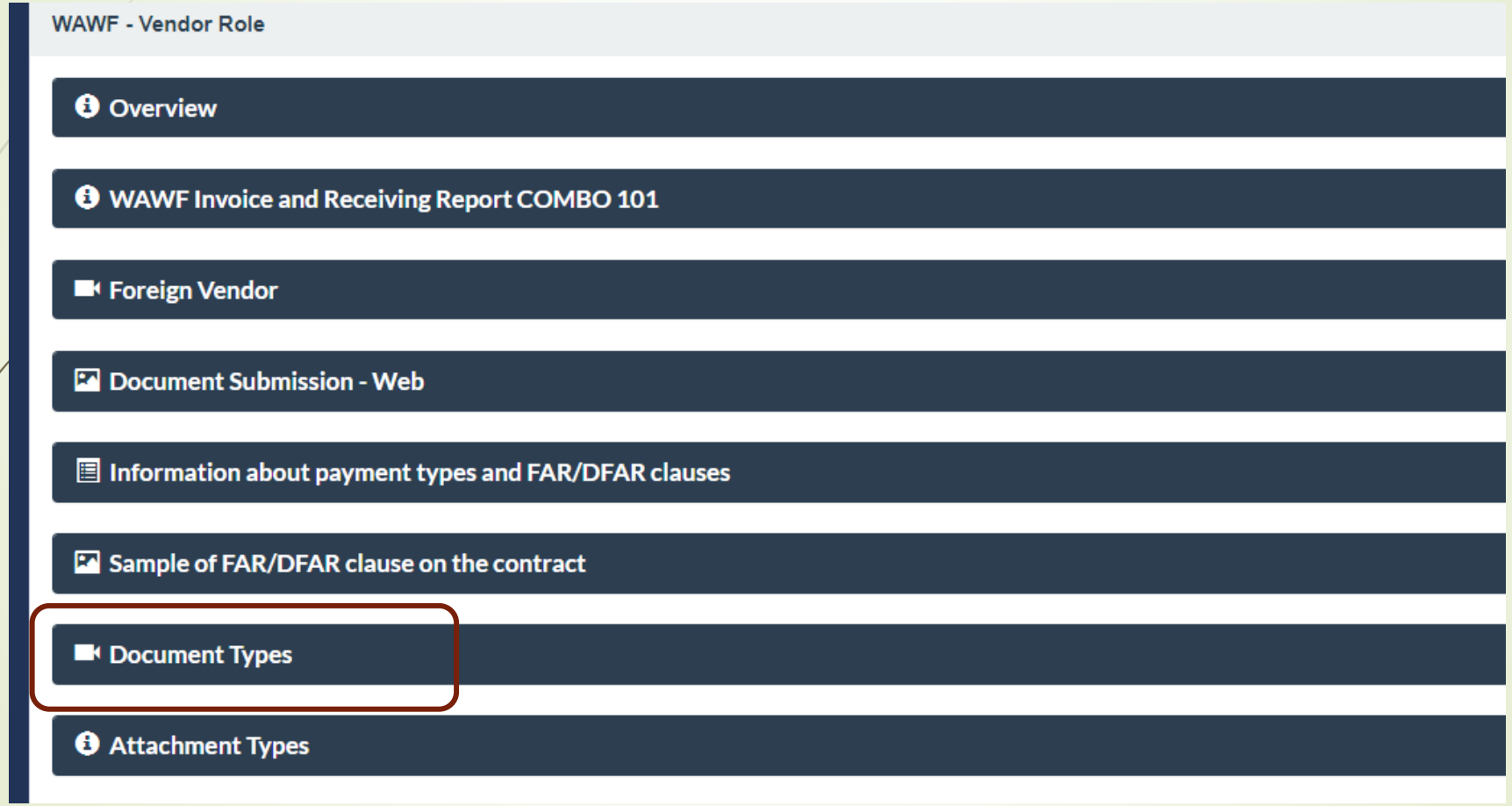
Live Demo/Additional Document Creation

- PIEE Web Training provides excellent screenshots and step by step instructions
- To access select link above, then:
  - Select WAWF training
  - Select Vendor (under Vendors on right)
  - Expand Documents Section

Vendor WAWF Web Based Training



WAWF – Vendor - Document Types



WAWF Web Based Training Documents

Energy Receiving Report	DEMO PDF	February 2017	This is a demonstration of a Vendor creating an Energy Receiving Report. Explained are the steps to be followed and information on Energy Receiving Reports.
Vendor Updating Time/Quality from the Vendor History Folder	DEMO PDF	February 2017	This is a demonstration of a Vendor updating Time/Quality from the Vendor History Folder. Explained are the steps to be followed, the Search Criteria page and an explanation of the Vendor History Folder.
Grant Voucher	DEMO PDF	February 2017	This is a demonstration of a Vendor creating a Grant Voucher document. Explained are the steps to be followed, the Create From Template option and an explanation of a Grant Voucher.
Invoice and Receiving Report(Combo)	DEMO PDF	February 2017	This is a demonstration of a Vendor creating an Invoice and Receiving Report (Combo). Explained are the steps to be followed, the documents that can be created from a Template and required entry fields.
WAWF Invoice and Receiving Report COMBO 101	n/a PDF	April 2020	This training is focused on assisting vendors with creating the document called "Invoice and Receiving Report (Combo)", a single document that combines both an invoice (a payment request) and a receiving report, commonly called a "COMBO".
Invoice and Reparable Receiving Report(Combo)	DEMO PDF	February 2017	This is a demonstration of a Vendor creating an Invoice and Reparable Receiving Report (Combo). Explained are the steps to be followed, the required fields and an explanation of Invoices and Reparables Receiving Reports.
Invoice 2-in-1 (Services Only)	DEMO PDF	February 2017	This is a demonstration of a Vendor creating an Invoice as 2-in-1 (Services Only.) Explained are the steps to be followed and CAGE Code selection.
Invoice 2-in-1 (DISA Telecom)	DEMO PDF	June 2016	This overview of ECP0884 describes the update to DISA Telecom. Now, in addition to entering a FABS pay location code, the initiator must also enter a FABS acceptance location code in order to create a DISA Telecom Invoice. This demo explains FAB code error messages and how to successfully navigate about them.
Miscellaneous Pay Voucher	DEMO PDF	February 2017	This is a demonstration of a Vendor creating a Miscellaneous Pay Voucher. Explained are the steps to be followed and the information needed to successfully create this document.
Navy Construction Payment Invoice	DEMO PDF	July 2020	This is a demonstration of a Vendor creating a Navy Construction/Facilities Management Invoice. Explained are the steps to be followed and the information needed to successfully create this document.
Navy Shipbuilding Invoice	DEMO PDF	July 2020	This is a demonstration of a Vendor creating a Navy Shipbuilding Invoice. Explained are the steps to be followed and the information needed to successfully create this document.
Non Procurement Instruments (NPI) Voucher	DEMO PDF	February 2017	This is a demonstration of a Vendor creating a Non Procurement Instruments (NPI) Voucher. Explained are the steps to be followed and CAGE Code selection.

INVOICING/BILLING INSTRUCTIONS

- Should contain DFARS 252.232-7003, Electronic Submission of Payment Requests
- And 252.232-7006, Wide Area Workflow Payment Instructions
- May contain additional FAR/DFARS Clauses
- Must identify proper DODAACs
- Must contain Invoicing Instructions that instructs the contractor to submit invoices via WAWF

INVOICING/BILLING INSTRUCTIONS

- Type of invoice to submit
- Proper DODAACs
  - Issued By
  - Paying Office
  - Ship To
- shipment number format
- additional email notification instructions
- reminders on CLIN/SubCLIN info
- POC Identification

WHERE IS THIS INFORMATION?

- DD Form 1155 (Supplies and Services)
  - Contract #: Block 1
  - Delivery Order #: Block 2
  - Cage Code: Block 9
  - Pay Office DoDAAC: Block 15
  - Admin DoDAAC: Block 7
  - Inspect by DoDAAC: Determined by contract
  - Ship to DoDAAC: Block 14 OR as determine by agency
  - LPO DoDAAC: Determined by contract

WHERE IS THIS INFORMATION?

- DD Form 1449: Contract for commercial items
  - Contract #: Block 2
  - Order #: Block 4
  - Cage Code: Block 17a
  - Pay Office DoDAAC: Block 18a
  - Admin DoDAAC: Block 16
  - Inspect by DoDAAC: Block 15
  - Accept by DoDAAC: Block 15
  - Ship to DoDAAC: Block 15
  - Issue by DoDAAC: Block 9

ROUTING DATA TABLE

Routing Data Table*

Field Name in WAWF	Data to be entered in WAWF
Pay Official DoDAAC	N62839
Issue By DoDAAC	N00253
Admin DoDAAC	N00253
Inspect By DoDAAC	____
Ship To Code	N00253
Ship From Code	____
Mark For Code	____
Service Approver (DoDAAC)	____
Service Acceptor (DoDAAC)	____
Accept at Other DoDAAC	____
LPO DoDAAC	____
DCAA Auditor DoDAAC	____
Other DoDAAC(s)	____

(4) Payment request and supporting documentation. The Contractor shall ensure a payment request includes appropriate contract line item and subline item descriptions of the work performed or supplies delivered, unit price/cost per unit, fee (if applicable), and all relevant back-up documentation, as defined in DFARS Appendix F, (e.g. timesheets) in support of each payment request.

DO'S (AND DONTS)

- Read Appendix F (DFARS clause) to understand rules
- Be sure you have a GAM/CAM
- Be sure SAM is up to date
- Be sure to submit the document type required by your contract
- Remember to submit RFID and/or IUID, as applicable
- Wait for DCMA signature/processing for Inspection &Acceptance Origin contracts
- Supplies – do send two (2) copies with material shipment
- Confirm FOB point – WAWF is pre-populated with Origin
- Review document before submitting
- **If using the services of a Packaging House, be sure they are set up as an extension of your company in WAWF (GAMCAM function)**
- SAVE YOUR WORK!

(DO'S AND) DON'TS

- Supplies – do not ship material w/o WAWF document input
- Attach files exceeding 5MB
- Assume your Receiving Report alone will automatically invoice for you
- Guess! When in doubt ask for help
  - PTAC
  - Helpdesk
- RUSH OR WAIT UNTIL THE LAST MINUTE

PIEE CUSTOMER SUPPORT

- https://wawf.eb.mil/xhtml/unauth/web/homepage/vendorCustomerSupport.xhtml
- Help Desk: 1 866-618-5988

Shameless Commercial

- NH PTAC offers free assistance with all this & more.
- You must have a physical presence in New Hampshire.
- You have to sign up online.
- To continue "active client" status, you have to use us as a resource
- Please login to eCenter periodically to update your information and complete any pending surveys!

How do I get started with NH PTAC?

- Complete questionnaire on our website www.nheconomy.com/ptac
- email us at: govcontracting@livefree.nh.gov
- Meet with us in Concord (currently via Zoom)
- Request a site visit – we'll come to you.

BEA

New Hampshire
PROCUREMENT TECHNICAL ASSISTANCE CENTER