INTRODUCTION TO WAWF (WIDE AREA WORKFLOW)

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BEA

New Hampshire Department of
BUSINESS AND ECONOMIC AFFAIRS

New Hampshire Procurement Technical Assistance Center
www.nheconomy.com/sell-to-the-government

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 = <u>W</u>ide <u>A</u>rea <u>W</u>ork<u>f</u>low

➡ 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 <u>PIEE (Procurement Integrated Enterprise Environment)</u>

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)

Authentication

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

User ID \ Password

User ID *

Password *

Password Confirmation *

CAPTCHA Image

571845

🔊 Audio
🔄 Reload

Enter in text in 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

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.

Question 1 *
An

Where is your high school located?
What is your pet's name?
What is your favorite color?
What is your place of birth?
What is your first duty station?
Where is your vacation spot?
Who is your Congressperson?
What is your most memorable life event?
What is your favorite fruit?
What is your favorite cartoon character?
What is your best friend's name?
What high school did you attend?
In What city did you first work?
What is the make and model of your first car?
What are the last four digits of your driver's license number?
What is your date of birth?
What is the first car you owned?
What is your favorite place to visit?
What is the name of the hospital where you were born?
Who is your favorite author?
What was your first job?
Who is your favorite all-time entertainer?
What is your favorite song?
What is the name of the street where you grew up?
What is the last name of your favorite teacher?
What is your high school mascot?
What is your father's middle name?

Answer 2 *
•••••••••

Answer 3 *
•••••

Answer C
••••••

Answer C

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

User | Vendor | Documentation | Lookup | Exit

Vendor - Create Document

Contract Info

CAGE Code / DUNS / DUNS+4 / Ext. *	Contractual? *	Contract Number Type	Contract Number *	Delivery Order	From Template? *
013M1/787504158/ / ▾	Y ▾	▾			N ▾

* = Required Fields

Pre-Populate Contract Number/Delivery Order

Contract Number begins with	Delivery Order begins with	Issue/Submitted Date	Issue/Submitted Date End	Populate From
		YYYY/MM/DD	YYYY/MM/DD	EDA	WAWF

[+] Advanced Search Criteria for WAWF

NOTE: *You must either enter a Contract Number or select one from the search results.*

Document Type Create Assistance

WAWF Invoice and Receiving Report COMBO 101
Commercial Item Financing
Construction Invoice
Cost Voucher - Final
Cost Voucher - Interim and Direct Submit
Credit Invoice
Energy Invoice
Energy Invoice and Energy Receiving Report (Combo)
Energy Receiving Report
Fast Pay Invoice
Grant Voucher

Next | Reset | Help

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

Helpful Hints:
Error messages, Warnings, and Information messages will display at the top of the page.
- INFO messages are informational and do not indicate a problem.
- WARNING messages indicate a possible problem. Read these messages carefully.
- ERROR messages will indicate an error with the information entered. These must be corrected to continue. Read these messages carefully.
- While PDS and Prepopulated date is preferred, not having that contract data source should not stop you from creating your document.

WAWF

User | Vendor | Documentation | Lookup | Exit

Vendor - Create Document

Contract >> Pay DoDAAC

INFO: Unable to retrieve PDS XML from EDA. The PDS XML was not found in EDA.
INFO: The contract data is not available in DoD EDA.
INFO: Click the Previous button or Contract >> link to enter a different Contract Number or continue creating the document.

Contractual	Reference Procurement Identifier	Contract Number Type	Contract Number	Delivery Order	CAGE	DUNS	DUNS + 4	Extension	Pay Official *
Y		DoD Contract (FAR)	W15P7T20D0001	W15P7T20F0001	06481	039134218			HQ0131

* = Required Fields

The next screen brings you to the entry of the Pay Official DoDAAC. This should prepopulate from EDA data. If it does not you can enter it manually. If you need to enter it manually, you can find it one front page of your contracts in one of the following locations:

Element/ Form Type	DD1155	SF1449	SF26	SF33
Pay Official	Block 15	Block 18a	Block 12	Block 25

Note: Identification of the correct Pay Office is critical to successful payment of your invoice. If you do not enter this location correctly, it may result in rejection and/ or delays in payment.

Once you have entered the Pay Office, select the next button to continue.

Reference Procurement Identifier will automatically populate if it is available and applicable to your contract. If you do not have a Reference Procurement Identifier prepopulate and you do not believe it is applicable to your contract, please leave it blank. Most contracts do not have one.

Next | Previous | Reset | Help

Security & Privacy   Accessibility   Vendor Customer Support   Government Customer Support   FAQ

CREATE DOCUMENT

WAWF   User :

User   Vendor   Documentation   Lookup   Exit

Create New Document

Contract >> Pay DoDAAC >> Document

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay Official	Currency Code
W15P7T20D0001	W15P7T20F0001		06481	039134218			HQ0131	USD

After selection of the Pay Office, you must select the correct currency and type of document. The currency will default to US Dollars but can be changed to match the currency of your contract.

* = Required Fields

Select Document to Create: *

○ Invoice
○ Credit Invoice
○ Invoice as 2-in-1 (Services Only)
○ Construction Payment Invoice
○ Commercial Item Financing
○ Performance Based Payment
○ Progress Payment
○ Receiving Report
● Invoice and Receiving Report (Combo)   **Inspection:** Destination ▾   **Acceptance:** Destination ▾   ☐ Fast Pay (FAR 52.213-1)   ☐ FMS
○ Reparables Receiving Report
○ Invoice and Reparables Receiving Report (Combo)
○ Cost Voucher (FAR 52.216-7, 52.216-13, 52.216.14, 52.232-7)
○ Non Procurement Instruments (NPI) Voucher
○ Grant Voucher
○ Navy Construction / Facilities Management Invoice
○ Telecom Invoice (Contractual)

Next you will need to select the type of document you want to create. This will vary depending upon the type of contract you have with the government. The WAWF instructions in DFARS 232.252-7006 should provide you with the instructions on what to select. If this section is not provided to you or if you still have questions on the type of document to select, please reach out to your Contracting Officer for assistance.

[Next]   [Previous]   [Reset]   [Help]

Security & Privacy

In this example, we have picked the Invoice and Receiving Report (Combo), one of the most widely used documents to be created in WAWF. This is a single creation method for two documents, a Receiving Report and an Invoice.

Inspection and Acceptance points are required for any Receiving Report. These should be identified in the Inspection and Acceptance Terms.

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	Destination	Government	Destination	Government
1001	Destination	Government	Destination	Government
2001	Destination	Government	Destination	Government

CREATE COMBO Document

WAWF

User   Vendor   Documentation   Lookup   Exit

Vendor - Receiving Report and Invoice COMBO

Contract >> Pay DoDAAC >> Document >> Routing

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Inspection Point	Acceptance Point	Pay DoDAAC
W15P7T20D0001	W15P7T20F0001		06481	039134218			D	D	HQ0131

* = Required Fields, Date = YYYY/MM/DD

Effective Date	Issue By DoDAAC	Admin DoDAAC *	Inspect By DoDAAC / Extension	Mark For Code / Extension
YYYY/MM/DD	W15P7T	W15P7T		

Ship To Code * / Extension	Ship From Code / Extension	LPO DoDAAC / Extension	Accept By DoDAAC / Extension
FU4417			FU4417

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.

Next   Previous   Reset   Help

Security & Privacy   Accessibility   Vendor Customer Support   Government Customer Support   FAQ

HEADER TAB

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.

WAWF

User :

User   Vendor   Documentation   Lookup   Exit

Vendor - Receiving Report and Invoice COMBO

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

| Header | Addresses | Discounts | Mark For | Comments | Line Item | Pack | Attachments | Misc. Amounts | Preview CI | Preview RR |

WARNING: The Invoice Date has been pre-populated from the WAWF system server.
At least one Line Item is required

AAI	SDN	ACRN
			clear

Special Package Markings / Special Handling Requirements

Bulky Article
Bunker Adjustment - 20 Foot Container
Bunker Adjustment - 40 Foot Container
Conductivity/Anti-static Additive
Documentation - Special
Electronic Equipment Transfer
Endorsed as Hazardous Material
Environmental Control Limits
Excessive Dimensions
Excessive Weight

[>]
[<]
[<<]

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.

Other Special Package Markings / Special Handling Requirements

Line Item Details

Item No.	Product/Service ID	Qualifier	Qty. Shipped	Unit of Measure	UofM Code	Unit Price ($)	Amount ($)	UID	Actions
0001	3004	FT		Each	EA	6,577.43	39,464.58	N	Edit Delete
									Add

CDRL ELIN Line Item Details

[Submit]   [Save Draft Document]   [Help]

Editing Line Item(s)

WAWF

User Vendor Documentation Lookup Exit

Vendor - Receiving Report and Invoice COMBO

| CLIN/SLIN/ELIN | UID | MILSTRIP | Batch/Lot & Shelf Life |

single * = Required Fields when saving line item; double ** = Required Fields when saving line item, saving draft document, and tabbing.

Item No. **	Product/Service ID *	Product/Service ID Qualifier *	
0001	3004	FT - FEDERAL SUPPLY CLASSIFICATION ▼	Add Additional

Qty. Shipped *	Unit of Measure *	NSP	Unit Price ($) *	Amount ($)
6	EACH	☐	6,577.43	39,464.58

AAI	SDN	A...	Project Code

Multiple Box Pack Indicator	PR Number	GFE?	Advice C...
N ▼		N ▼	▼

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

WAWF   User

User   Vendor   Documentation   Lookup   Exit

Vendor - Receiving Report and Invoice COMBO

Routing >> Data Capture

| Header | Addresses | Discounts | Mark For | Comments | Line Item | Pack | Attachments | Misc. Amounts | Preview CI | Preview RR |

Special Package Markings / Special Handling Requirements

Bulky Article
Bunker Adjustment - 20 Foot Container
Bunker Adjustment - 40 Foot Container
Conductivity/Anti-static Additive
Documentation - Special
Electronic Equipment Transfer
Endorsed as Hazardous Material
Environmental Control Limits
Excessive Dimensions
Excessive Weight

You can continue to add line items to the document until you have identified all associated with this transaction. The document limit is 999 line items so if you have more than 999 on a specific document, you must create multiple documents and divide the line items between the documents.

Once you have entered all line items, you should review all data for accuracy before submitting. The best way to do this is by clicking on the Preview CI and Preview RR tabs. This will allow you to see all entered data from step one through now on a single screen. You may also submit directly from this page if you would like.

If your document has any missing fields or errors detected by the system, WAWF will provide a red error message at the top of the screen. Any errors should identify which tab contains the errors, or which field or section is in error. Read these messages carefully. These must be corrected prior to submitting.

Other Special Package Markings / Special Handling Require

Line Item Details

Item No.	Product/Service ID	Qualifier	Qty. Shipped	Unit of Measure	UofM Code	Unit Price ($)	Amount ($)	UID	Actions
0001	3004	FT	6	EACH	EA	6,577.43	39,464.58	N	Edit Delete
0002	3006	FT	3	EACH	EA	5,409.58	16,228.74	N	Edit Delete
									Add

CDRL ELIN Line Item Details

Item No.	Qty. Shipped	Unit of Measure	UofM Code	Unit Price ($)	Amount ($)	Actions
						Add

Submit   Save Draft Document   Help

Submitted!

WAWF

User | Vendor | Documentation | Lookup | Exit

Success

The Invoice and Destination Inspection and Acceptance Receiving Report were successfully submitted.
The Invoice has been processed via EDI.

Contract Number	Delivery Order	Shipment Number	Invoice Number
W15P7T20D0001	W15P7T20F0001	SHIP123	INV1234

Email sent to Vendor: @mail.mil
Email sent to Vendor: disa.mil
Email sent to Receiver: @mail.mil
Email sent to Acceptor: @mail.mil
Email sent to Vendor: @mail.mil
Email sent to Vendor   disa.mil
Email sent to Pay Official: disa.mil

Send Additional Email Notifications

Wed Dec 23 17:22:02 UTC 2020

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

Document			Date	Description
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