

INTRODUCTION TO WAWF (WIDE AREA WORKFLOW)

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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

- ▶ Important Information 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?
- Initial Registration in PIEE
 - Registration for WAWF, SPRS & more
- Document Creation and Submission
 - Locating instructions in contract
- Additional Resources and 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 or 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

- 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

- To 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 PISEE (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 know who to contact for questions related to invoices submitted in WAWF (at least)
- 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/>

 An official website of the United States government.



[ABOUT](#) [FEATURES](#) [CAPABILITIES](#) [HELP](#) [CONTACT](#)

[REGISTER](#)

[LOG IN](#)

Procurement Integrated Enterprise Environment

Enterprise services, capabilities, and systems supporting the end-to-end Procure-to-Pay (P2P) business process

[VIEW FEATURES](#)

[VIEW RESOURCES](#)

Trusted by our government



What type of user are you?

Government - DoD

Government - Non-DoD

Government Support Contractor - Supporting DoD Organization

Government Support Contractor - Supporting Non-DoD Organization

Vendor

Note: A security clearance is NOT required to access any of the applications in the Procurement Integrated Enterprise Environment.

[← Previous](#)

[? Help](#)

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



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



PIEE CUSTOMER SUPPORT

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

Authentication

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

User ID \ Password

User ID *

Password *

Password Confirmation *

CAPTCHA Image



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



- 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 * | Answer 1 * | Answer Confirmation 1 * |
| <input type="text" value="Where is your high school located?"/> | <input type="text"/> | <input type="text"/> |
| Question 2 * | Answer 2 * | Answer Confirmation 2 * |
| <input type="text" value="Where is your high school located?"/> | <input type="text"/> | <input type="text"/> |
| Question 3 * | Answer 3 * | Answer Confirmation 3 * |
| <input type="text" value="Where is your high school located?"/> | <input type="text"/> | <input type="text"/> |

[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](#) x

Sample of security questions;
need to select three

Question 1 ^

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?

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

Answer 2 *

Answer C

Answer 3 *

Answer C

Step 4: User Profile

PIEE
Procurement Integrated
Enterprise Environment
6.7.0

Registration Steps

1. Registration Home
2. Authentication
3. Security Questions
- 4. Profile**
5. Supervisor / Company
6. Roles
7. Justification
8. Summary
9. Agreement

User Profile

First Name *

Middle Name

Last Name *

Suffix

Organization *

Job Title *

Grade/Rank

Email *

Confirm Email *

Commercial Telephone !

Extension

Intl Country Code and Phone !

Mobile Telephone

DSN Telephone

Citizenship *
US

[Next](#) [Previous](#) [Save Registration](#) [Help](#)

Note option now to Save Registration (and continue later)

Step 5: Supervisor/Company Information

Registration Steps

- 1. Registration Home
- 2. Authentication
- 3. Security Questions
- 4. Profile
- 5. Supervisor / Company**
- 6. Roles
- 7. Justification
- 8. Summary
- 9. Agreement

Additional Profile Information

Supervisor Information

First Name Last Name Job Title

Email Confirm Email

DSN Telephone Phone Extension Intl Country Code and Phone

Company Information

Name * Address *

City * Zip * Country *

Navigation: [Next](#) [Previous](#) [Save Registration](#) [Purge Registration](#) [Help](#)

Note new option to Purge

Step 6: Roles (and Applications)

Roles

Step 1. Select the appropriate Application from the list below

WAWF - Wide Area Workflow

Step 2. Select One or More Roles from the list below (Ctrl+Click)

User Roles for WAWF
Energy Lab POC
Vendor
Vendor Ship To View Only

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

Step 2. Select One or More Roles from the list below (Ctrl+Click)

User Roles for WAWF
Energy Lab POC
Vendor
Vendor Ship To View Only
Vendor View Only

Step 3. Click 'Add Roles'

Step 4. Fill out the required information for the applicable applications

Tip If you need access to any other applications, Repeat Steps 1 to 4 again

Tip You can view a list of all P.I.E.E. roles and their descriptions and functions in the P.I.E.E. Role List Matrix.

Next **Previous** **Save Registration** **Purge Registration** **Help**

PIEE Home Page (upon login)

PIEE
6.10.1 Procurement Integrated Enterprise Environment

My Account Help

User : Danielle Bishop Logout

Last Successful Logon Date: 2022/02/03 13:51:13 UTC
Last Unsuccessful Logon Attempt: 2021/06/02 17:46:58 UTC

Welcome to the Procurement Integrated Enterprise Environment

Award

Solicitation
Solicitation

Post Award Admin

CCM
Contracting Communication Module

EDA
Electronic Data Access

Payment

WAWF
Wide Area Workflow

myInvoice
myInvoice

Operational Support

PCM
Purpose Code Management

Other

WBT
Web Based Training

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

WAWF Home page

WAWF User : Danielle Bishop
[Printer Friendly](#)

[User](#) [Vendor](#) [Documentation](#) [Lookup](#) [Exit](#)

Welcome to Wide Area Workflow (WAWF)!
Please start by selecting one of the links from the menu above.

Vendor Messages

(2022-02-02 09:00:00) **System: All Subject: PIEE Maintenance: 1900-2000 ET, Friday, 2/4 New! Critical! Message For: All Users**

The PMO has scheduled 1 hour of downtime on Friday, February 4, 2022, starting at 1900 ET, to update server certificates. During the downtime window, ALL applications (WAWF, EDA, FEDMALL, PALT, etc.) will NOT be available.

(2022-02-02 00:00:00) **System: All Subject: Special Note: GEX SFTP connections change New! Critical! Message For: All Users**

In an effort to enhance system security DAAS EBUS will be removing DSA Hostkeys from DAAS GEX DMZ servers on March 15th, 2022 at 0900 ET (1300 Z). This change will affect SFTP partners connecting to these hosts: gexa.daas.dla.mil (68.85) & gexb.daas.dla.mil (70.85). DSA will be replaced by RSA and ECDSA hostkeys which are currently offered on both servers. When the DSA hostkey is removed you may need to manually accept one of the new hostkeys and/or confirm that the server's identity has changed in your client software (for both GEXA and GEXB). You can confirm the fingerprints for the hostkeys that will remain available below:

ECDSA Fingerprint
62:e5:23:0b:e6:66:da:b9:45:c7:55:90:9c:14:10:e7
RSA Fingerprint
67:51:a3:5f:bd:af:22:28:67:ed:31:84:f5:5a:a0:6d



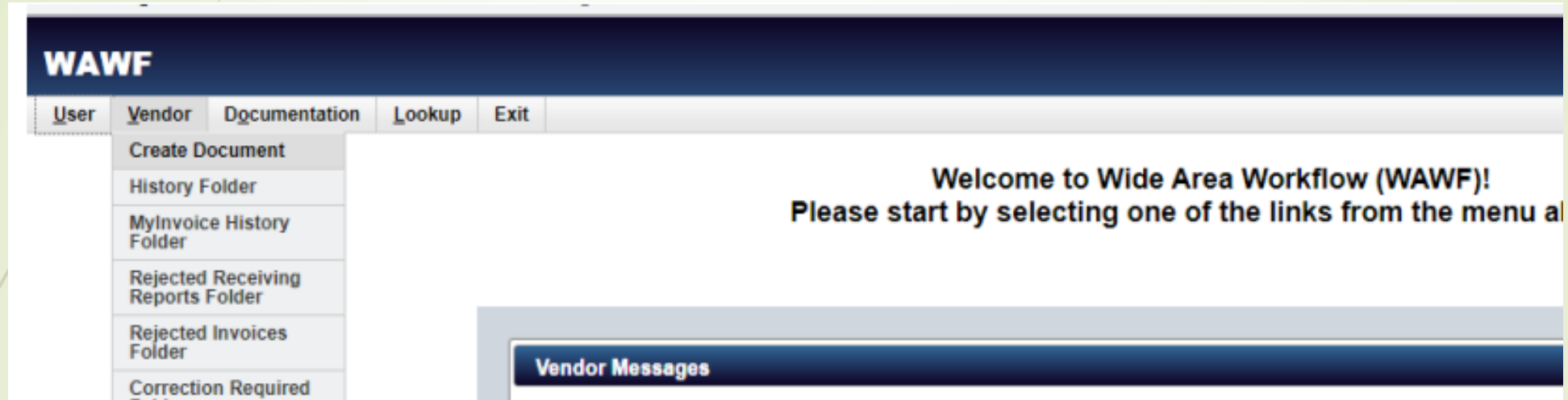
DOD WAWF Training

Backup link



WAWF DOD
Training

DOCUMENT CREATION



*The images and instructions on slides 26-36 are taken from the [Web-based training](#) within P1EE.

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? * |
|--|--------------------------------|----------------------|----------------------|----------------------|--------------------------------|
| <input type="text" value="013M1/787504158//"/> | <input type="text" value="Y"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text" value="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 |
|-----------------------------|----------------------------|---|---|--|
| <input type="text"/> | <input type="text"/> | <input type="text" value="YYYY/MM/DD"/> | <input type="text" value="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 (*)

WAWF

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? * |
| 06481/039134218/ / v | Y v | | W1234520D0001 | W12345F0001 | N v |

* = Required Fields

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

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 | <input type="text"/> | DoD Contract (FAR) | W15P7T20D0001 | W15P7T20F0001 | 06481 | 039134218 | | | HQ0131 |

* = Required Fields

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.

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 on 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

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 |

* = 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)
- Repairables Receiving Report
- Invoice and Repairables 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)

Inspection: Acceptance: Fast Pay (FAR 52.213-1) FMS

Security & Privacy

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.

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.

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 : Matt Mattve
Printer File

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 <input type="text"/> | W15P7T <input type="text"/> | W15P7T <input type="text"/> | <input type="text"/> | <input type="text"/> |

| Ship To Code * / Extension | Ship From Code / Extension | LPO DoDAAC / Extension | Accept By DoDAAC / Extension |
|-----------------------------|----------------------------|------------------------|------------------------------|
| FU4417 <input type="text"/> | <input type="text"/> | <input type="text"/> | FU4417 <input type="text"/> |

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

HEADER TAB

WAWF User : Matt Mattve
[Printer Fries](#)

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.

single * = Required Fields on Submit, double ** = Required Fields on Submit, saving draft document, and tabbing.

| Contract Number | Delivery Order | Reference Procurement Identifier | Effective Date | Inspection Point | Acceptance Point |
|----------------------|---|----------------------------------|-------------------------|--------------------------|------------------|
| W15P7T20D0001 | W15P7T20F0001 | | | D | D |
| Contract Number Type | Supplies | Services | | | |
| DoD Contract (FAR) | <input checked="" type="radio"/> | <input type="radio"/> | | | |
| Shipment Number ** | Shipment Date * | Estimated | Estimated Delivery Date | Final Shipment * | |
| SHIP123 | 2020/12/22 | <input type="checkbox"/> | YYYY/MM/DD | <input type="checkbox"/> | N |
| Invoice Number ** | Invoice Date * (WAWF System Server Date) | Final Invoice * | | | |
| INV1234 | 2020/12/22 | N | | | |

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. |

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

| | | |
|--|---|--|
| <ul style="list-style-type: none"> 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 | <p>></p> <p><</p> <p><<</p> | |
|--|---|--|

Other Special Package Markings / Special Handling Requirements

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.

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 * | Add Additional |
| 0001 | 3004 | FT - FEDERAL SUPPLY CLASSIFICATION | |
| Qty. Shipped * | Unit of Measure * | NSP | Unit Price (\$) * |
| 6 | EACH | <input type="checkbox"/> | \$577.43 |
| AAI | SDN | AMN | 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 | Detailed Description of Item FFP FOB Destination PURCHASE REQUEST NUMBER: PRNUM123 | 12 | Each | \$6,577.43 | \$78,929.16 |

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 be 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

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 | 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 |
|----------|--------------|-----------------|-----------|-----------------|-------------|---------|
|----------|--------------|-----------------|-----------|-----------------|-------------|---------|

Submit Save Draft Document Help

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.

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.

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

Wide Area Workflow (WAWF) - Web Based Training Collapse All Expand All

Software User's Manual (SUM)

- SUM - Info for all Users**
 - Overview
 - Acceptable Characters
 - Document Types Overview
 - Electronic Notification Email
 - Email Flow by Document Type
 - WAWF - PIEE Role List
 - WAWF - Admin Role List
 - Multi-Level Security
 - Separation of Duties
 - User Maintenance
- SUM - Detailed Document Information**
- SUM - Documents**

Roles

- User Roles**
 - Vendors**
 - Vendor
 - Vendor View Only Roles
 - Receipts and Acceptance**
 - Acceptor
 - Cost Voucher Administrator
 - Cost Voucher Approver
 - Cost Voucher Reviewer
 - Government View Only Roles
 - Grant Approver
 - Inspector/Field Inspector
 - Local Processing Office (LPO)
 - Payer (Payment Office)
 - Property Shipment and Receipt**
 - Contractor Receiver (Acquisition)
 - Government Receiver (Acquisition)
 - Other WAWF Roles**
 - Functional Auditor (View Only)
 - Misc Pay Initiator
- Administrators**

Previous Close
























WAWF – Vendor - Document Types



The image shows a screenshot of a web application interface for 'WAWF - Vendor Role'. The interface features a vertical navigation menu on the left side with several menu items. The 'Document Types' item is highlighted with a red rounded rectangle. The menu items are as follows:

- Overview
- WAWF Invoice and Receiving Report COMBO 101
- Foreign Vendor
- Document Submission - Web
- Information about payment types and FAR/DFAR clauses
- Sample of FAR/DFAR clause on the contract
- Document Types**
- Attachment Types

WAWF Web Based Training Documents

| | | | |
|---|---|---------------|--|
| Energy Receiving Report |   | 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 |   | 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 |   | 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) |   | 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  | 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) |   | 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) |   | 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) |   | 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 |   | 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 |   | 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 |   | 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 |   | 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 DONT'S)

- Read Appendix F (DFARS clause) to understand rules
- Ensure SAM is up to date
 - GAM/CAM is setup
- Submit correct document type required by your contract
- Submit RFID and/or IUID, as applicable
- Confirm FOB point (WAWF pre-populates with Origin)
- Wait for DCMA signature/processing (for Inspection & Acceptance) Origin contracts
- Review document before submitting
- **If using a Packaging House service, ensure they are set up as an extension of your company in WAWF**
- **SAVE YOUR WORK!**

(DO'S AND) DON'TS

- Supplies – do not ship material w/o WAWF input
- Attach files exceeding 5MB
- Assume your Receiving Report alone will automatically invoice for you
- Guess! When in doubt ask for help
 - PTAC
 - Helpdesk (slide 14)
- RUSH, OR WAIT UNTIL THE LAST MINUTE!!



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.

