DFAS Columbus

Contract Pay

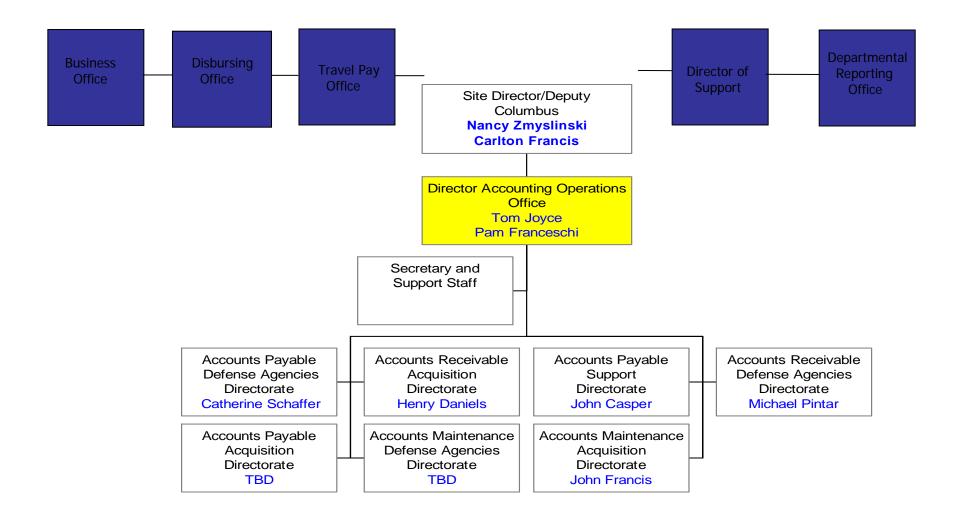
Vendor Pay

Electronic Commerce

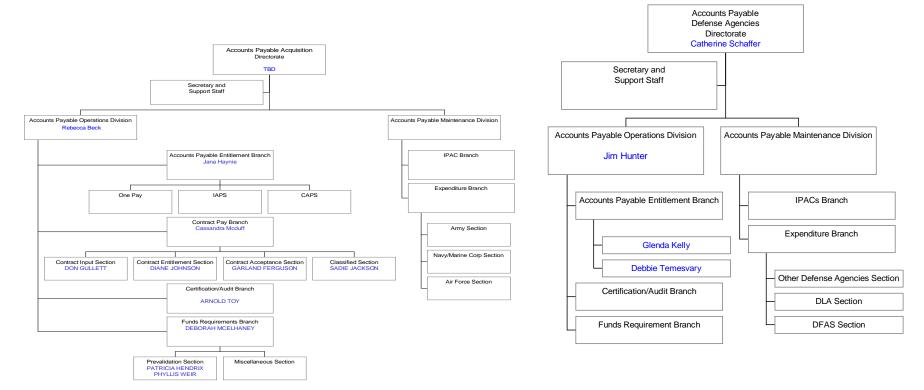


Cassandra McDuff Don Gullett

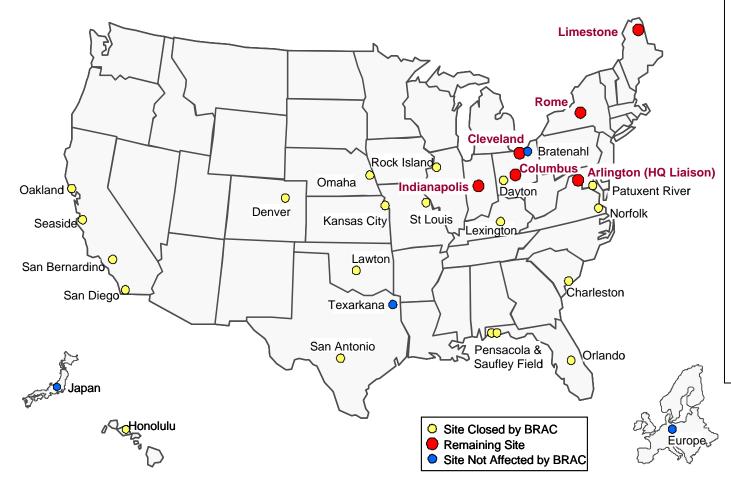
DFAS Columbus



Accounts Payable Acquisition and Defense Agencies Directorates



Structure 2005 BRAC Law



- Grow the DFAS site at Cleveland, OH, to not less than 1,500 Full Time Equivalents (FTEs)
- Grow the DFAS site at Limestone, ME, to not less than 600 FTEs
- Grow the DFAS site at Rome, NY, to not less than 1,000 FTEs
- Maintain not less than the current FTEs¹ at the DFAS sites at Columbus, OH (2,064 FTEs), and

Indianapolis, IN

(2,632 FTEs)

¹ FTEs effective EOM August 2005 (Geographic Location Report, Military Personnel Report)

Workload Migration

Closing Sites	Site Closure Date	Cleveland	Columbus	Indianapolis	Limestone	Rome
St. Louis	June 2007		х			
Orlando	August 2007		Х	Х		Х
Charleston	December 2007	Х	х			
Omaha	February 2008		х	х	х	
San Diego	February 2008	х	Х			х
Pensacola NAS Saufley Field	April 2008	Х	Х			
Rock island	June 2008		х	х		х

Workload Migration

Closing Sites	Site Closure Date	Cleveland	Columbus	Indianapolis	Limestone	Rome
Lexington	June 2006			x		х
San Bernardino	June 2006		Х		Х	
San Antonio	August 2006				х	х
Dayton	December 2006		х		х	
Lawton	December 2006			х		Х
Norfolk	January 2007	Х		х		х
Pacific	March 2007	Х		х	х	х

Columbus Incoming Workload Realignments

<u>Site</u>

San Bernardino Dayton St. Louis Orlando Charleston Omaha San Diego Pensacola Rock Island

Closure Date June 2006 December 2006 June 2007 August 2007 December 2007 February 2008 February 2008 April 2008 June 2008

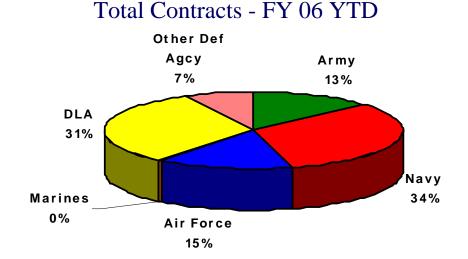
Dates/Workload are subject to change

Accounts Payable Operations

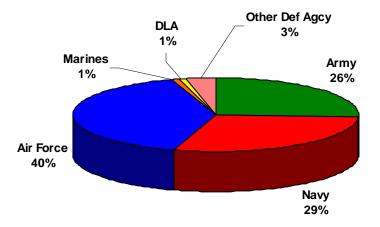
- Acquisition Directorate
 - Pays DCMA Administered Contracts
 - CAPS, IAPS and One Pay Supported by Contract
 - Mechanization Of Contract Administration Services MOCAS
 - Located in Columbus, Ohio
 - Pays More Complex Contracts
 - High Dollar
 - Multiyear Contracts
 - Multiple Deliverables
 - Makes Financing Payments-MOCAS Only
- Defense Agencies Directorate
- Pays Contracts Where Buying Activity Retains Administration
 - Uses Multiple Systems
 - Deployed Across Multiple Locations World-Wide
 - Pays Less Complex Contracts
 - Payment Office Based on Preponderance of Funds at Time of Award

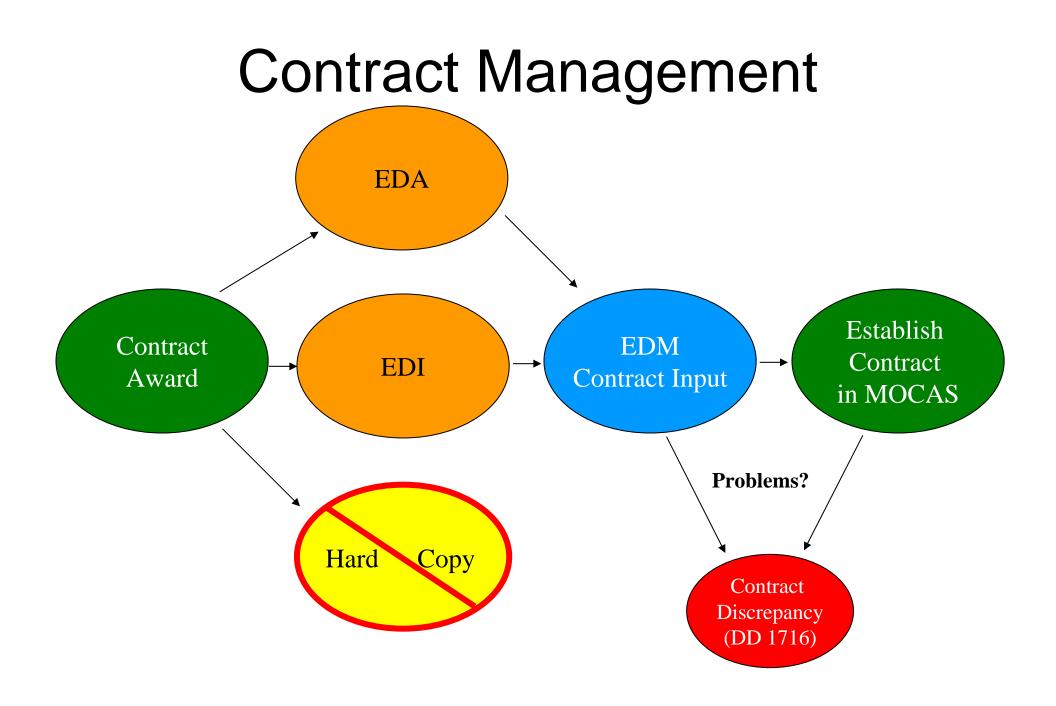
Contract Pay Magnitude of Operations

- Contract Pay FY 05
 - 302,269 Active Contracts
 - 16,198 Active Contractors
 - 1,162,319 invoices processed
 - \$130.6 Billion Disbursed
- Contract Pay FY To Date
 - 309,032 Active Contracts
 - 16,694 Active Contractors
 - 858,796 Invoices Processed
 - \$107.8 Billion Disbursed
 - As of 6/30/06

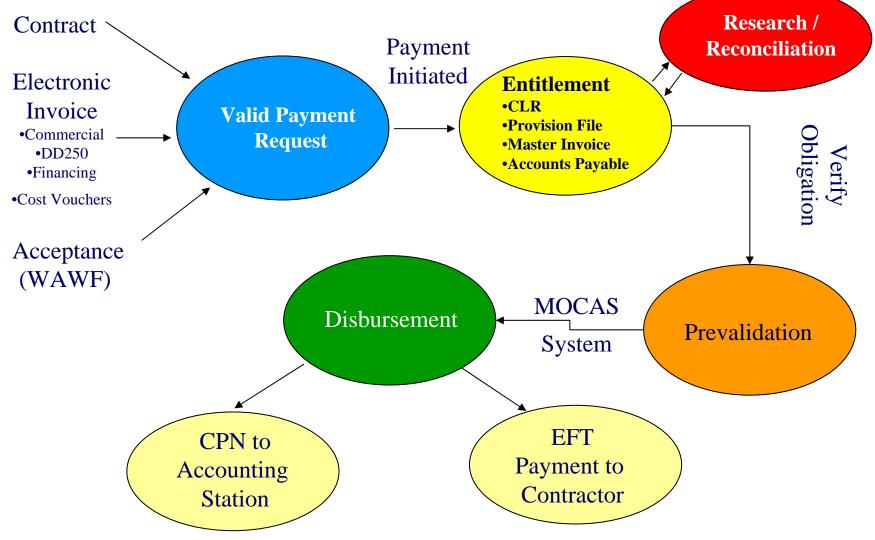


Obligation Dollars by Service FY 06 YTD





Current Payment Process



Contract Pay Areas of Emphasis

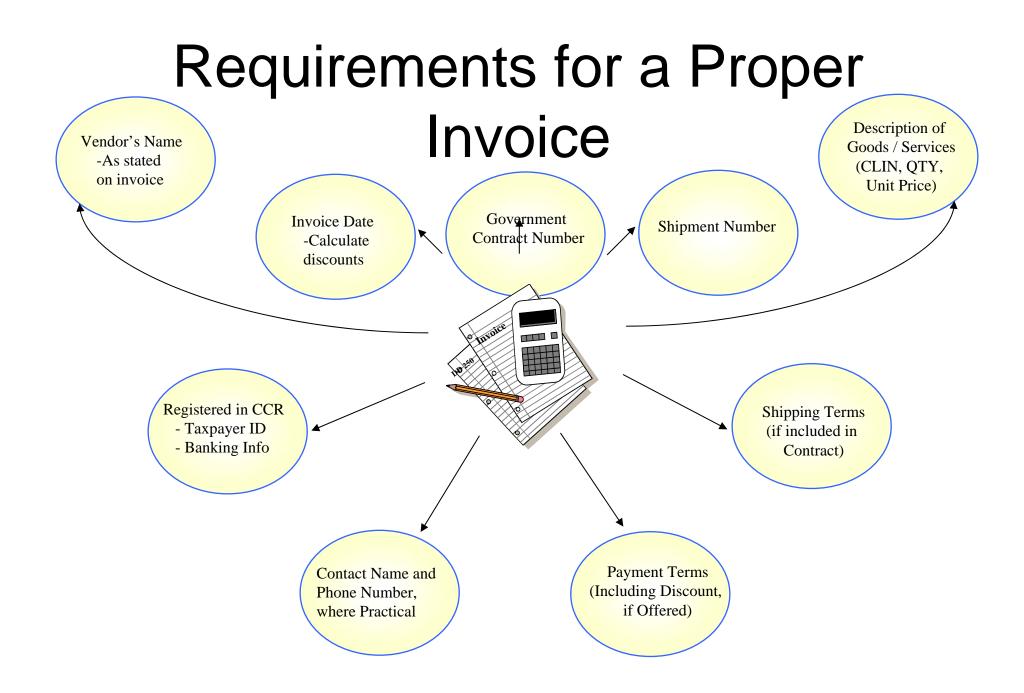
- Expand Electronic Commerce Usage Requirement
 - Service, Transportation, Additional Billing, Mod Billing
- Reduction of Returned and Recycled Invoice
 - Report Cards To Top Offenders
 - Increase EC Usage
- Improved Contract Structure
 - Road Shows/Post Award Participation
 - Special Payment Instructions
- Interest Reduction
- Fiscal Yearend
 - Invoice Submission Deadline August 28
- Automated CAS Collection System (ACCS)

Returned Code Variables

Description

Code

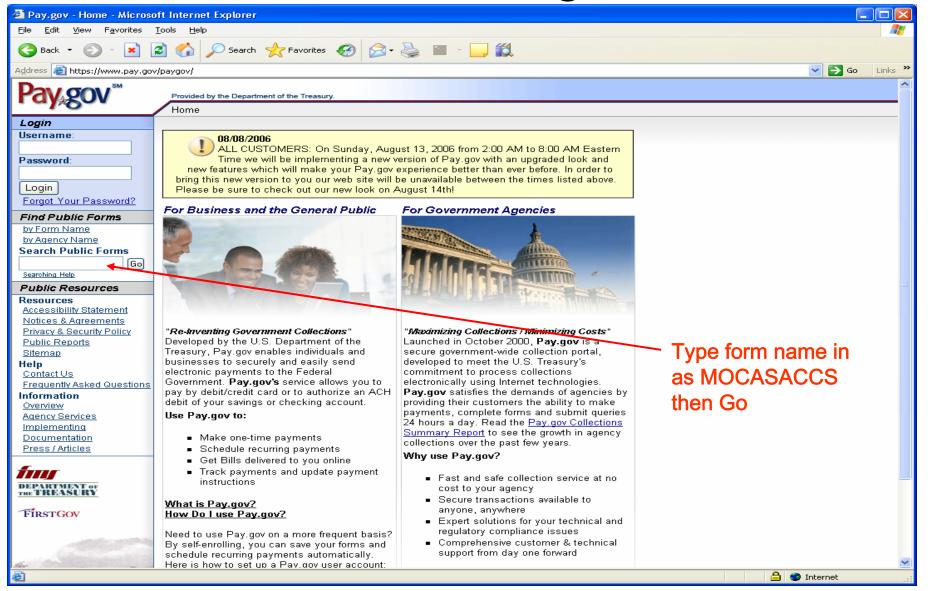
- E-01 Invoice submitted to wrong Paying/Admin Office
- **E-02** Awaiting a Definitizing Modification
- E-03 Contract Number on Invoice is Missing or Invalid
- E-05 Duplicate Invoice/Shipment Number
- E-06 Shipment Number is Missing or Incorrect
- E-07 Evidence of Shipment Required
- E-08 Invoice Requires Approval
- E-09 Per Instructions of CONTRACTOR/ACO/PCO and TO
- **E-10** Item Number Requires Verification
- E-11 Invoice Not Billed IAW the Contract
- E-12 Error on DD250
- **E-13** Inspection/Acceptance Problem
- **E-14** Unauthorized Overshipment
- E-15 Miscellaneous
- E-16 Input Error
- **E-17** Transportation
- E-18 Invoice Not Returned to Contractor
- E-19 All Other Reasons for Return to Contractor
- **E-20** No Active Central Contract Registration (CCR)
- E-21 Hard Copy Invoice Submission Unauthorized



Automated CAS Collection System (ACCS)

- ACCS provides the ability for contractors to submit payments to DFAS electronically
- MOCAS Only
- ACCS utilizes the Department of Treasury's Pay.gov service
- ACCS can be accessed at Treasury's Pay.gov website, https://www.pay.gov/paygov

ACCS – Navigation



Enter Contract Data

🖄 Pay.gov - Form Instance	- Microsoft Internet Explorer	
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	Provided by the Department of the Treasury.	<u>^</u>
raygov	Home > MOCAS-ACCS	
	Submit a payment to DFAS Columbus	
	Defense Finance and Accounting Service	
	Please avoid using your Enter key - this may lead to incomplete data being	
	transmitted. Please use the Submit Data button to submit your form.	
	Contact us: CCO-CAS-EFT-COLLECTIONS@DFAS.MIL	
	Credit Invoice # Shipment Number	
	Bill of Collection Number	
	Contract Number	
	Delivery Order Number CAGE# *	-
	Contractor Name*	1
	Contractor Point of Contact*	
	POC Phone*	-
	POC Email Address* Address 1*	-
	Address 2	j –
	City* State* ZIP*	1
	Total Payment Amount* \$	
	ACRN CLIN	
	"You may enter multiple values separated by commas in the ACRN and CLIN fields	
	Description of Overpayment: Include Applicable Shipment Number and	
	MOCAS region (North, South, West)	
	Additional Data to be Submitted?	v
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Enter Bank RTN and Account

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Provided by the Department of the Treasury. Home > Online Payment	
System Message	
The system has populated the Payment Date with the next available payment date.	
Online Payment Step 1: Enter Payment Information 1 2 3	
Pay Via Bank Account (ACH) About ACH Debit	
Required fields are indicated with a red asterisk *	
Account Holder Name: * Payment Amount: \$1.00	
Account Type:	
Routing Number: *	
Account Number: *	
Confirm Account Number: *	
Check Number:	
Routing Number Account Number Check Number	
Рауment Date: 04/11/2006 * (мморлоссо)	
Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process. Continue with ACH Payment Cancel Return To Your Form	
Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible	э.
All information provided on this website copyright @ 2005.	
United States Department of the Treasury, Financial Management Service, 401 14th Street SW, Washington, DC 20227, Email:emoney@tms.treas.gov	
Contact Us Frequently Asked Questions Notices & Agreements Accessibility Policy Privacy and Security Policy	
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Google - 🔽 😧 Search 🔹 🐲 🏧 0 blocked 👋 Check 🔹 🔨 AutoLink 🔹 😴 AutoFill 🌄 Options	9
Home > Online Payment	
Online Payment	41012
Step 2: Authorize Payment	1 2 3
Payment Summary Edit this Information	
Account Holder Name: George Jones	
Payment Amount: \$1.00	
Account Type: Personal Checking	Payment Date: 04/11/2006
Routing Number: 114000653 Account Number: ******7950	
Check Number: 116	
Email Confirmation Receipt	
To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below	ν.
Email Address:	
Confirm Email Address:	
Authorization and Disclosure	
Required fields are indicated with a red asterisk *	
l agree to the authorization and disclosure language. \square *	
Authorization and DisclosureConsumers and Businesses	A
The debit transaction(s) to which you are agreeing are handled on behalf of Federal ag U.S. Treasury Department's Financial Management Service. As used in this document, "we agents and contractors operating Pay.gov. "You" refers to the end-user reading this do transaction.	e" or "us" refers to the Financial Management Service and its
I. Consumers	
A. Authorization	
You acknowledge that you have read and understand the consumer disclosure language and Cleveland to debit the named financial institution account. This authorization is to r notification of its termination in such time and in such manner as to afford Pay.gov a terminated for any reason by Pay.gov.	cemain in full force and effect until we have received
B. Disclosure	
In case of errors or questions about a transaction, immediately contact the Federal ac ALL QUESTIONS ABOUT PAY.GOV TRANSACTIONS MUST BE DIRECTED TO THE FEDERAL AGENCY USING	
View Authorization and Disclosure in a separate window.	
Press the "Submit Payment" Button only once. Pressing the button more Submit Payment Cancel Retur	than once could result in multiple transactions. n To Your Form
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Vendor Pay

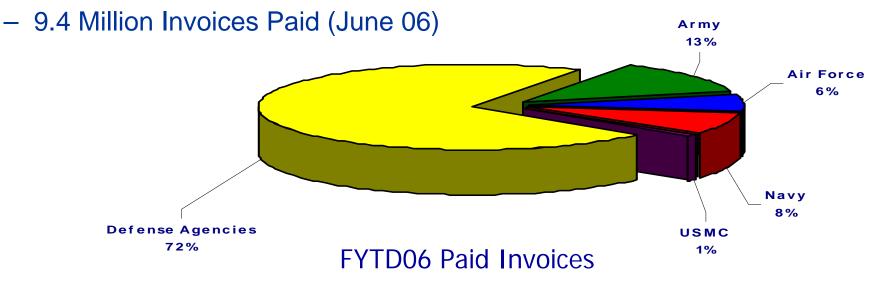
Cheri Bundy Suzanne Waters

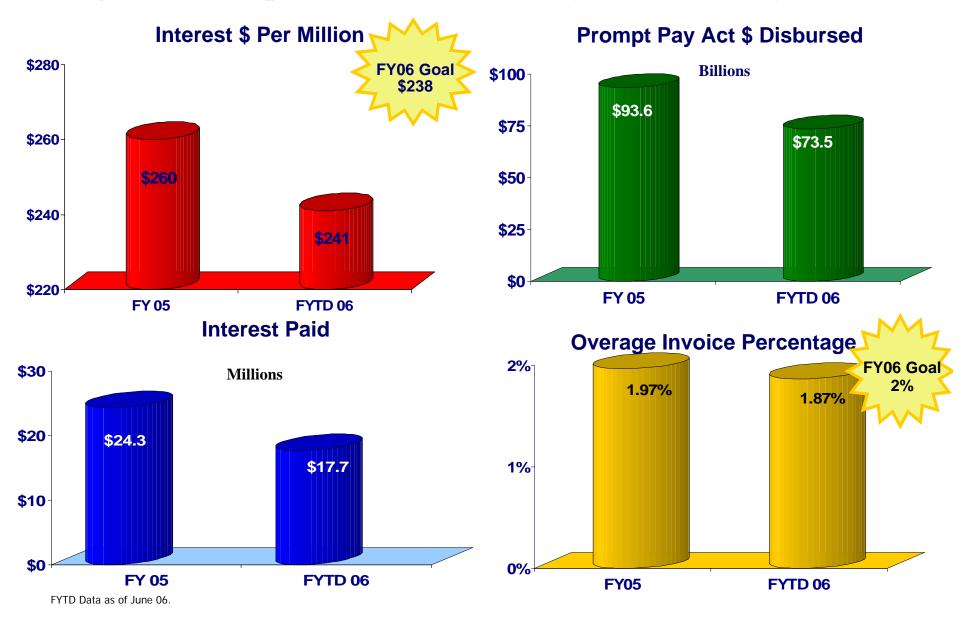
Vendor Pay Product Line

- Payment for Day to Day Goods and Services
- Encompasses Entitlement Determination For
 - Non-DCMA Administered Contracts (Some Exceptions)
 - Transportation Payments
 - Miscellaneous Payments to Businesses and Individuals
- Uses Multiple Systems
- Deployed Across Multiple Locations Worldwide

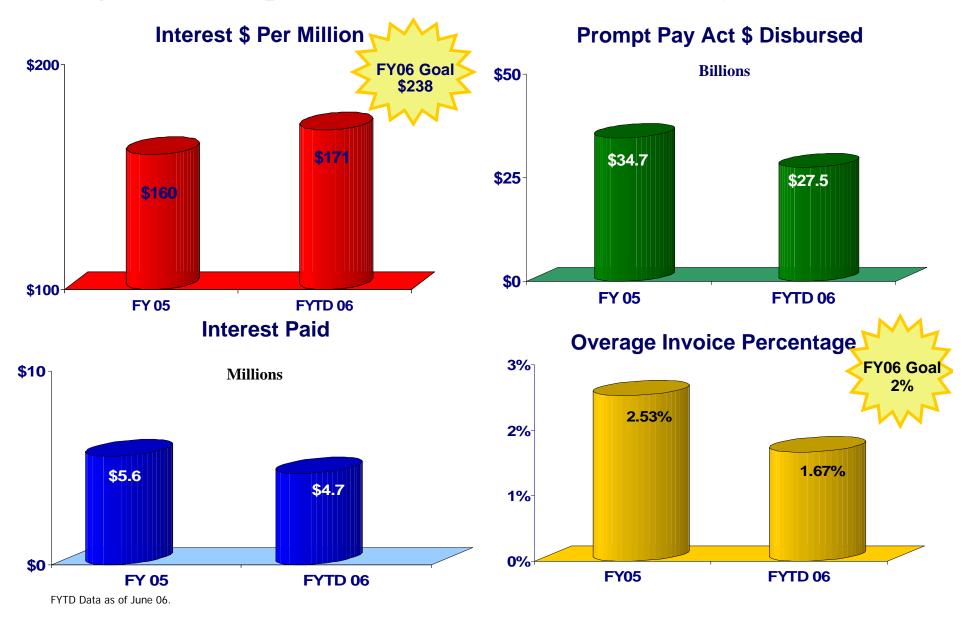
Vendor Pay Magnitude of Operations

- Vendor Pay Network - 20 Vendor Pay Sites
 - 150,000 Contractors / Vendors
 - 13.1 Million Total Invoices Paid in FY05
 - \$93.6 Billion PPA \$ Disbursed in FY05
- Vendor Pay Service Breakdown
 - \$73.5 Billion PPA Dollars Disbursed (June 06)





Magnitude of Operations – Vendor Pay, Accounts Payable



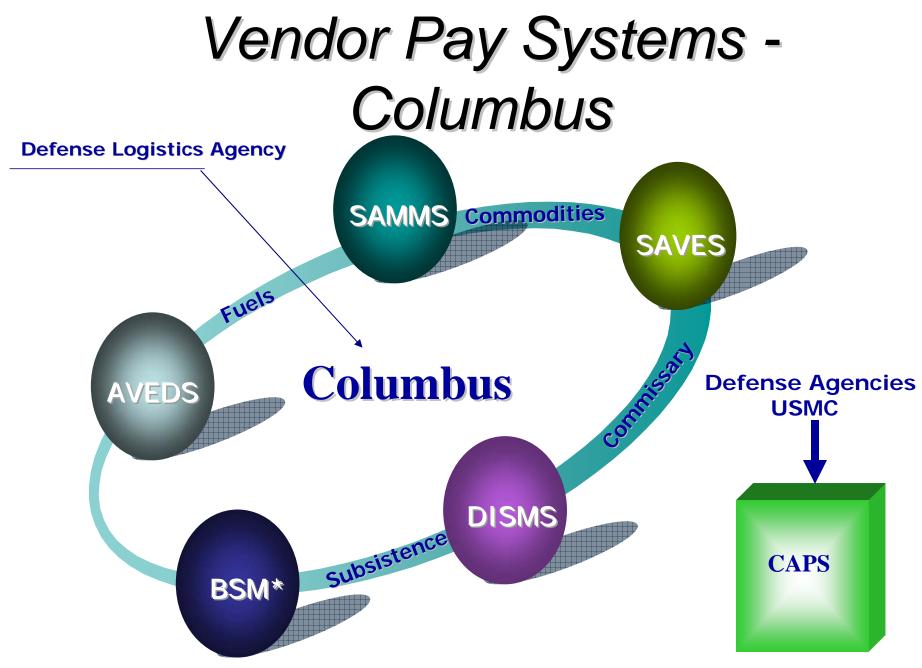
Magnitude of Operations – Columbus Vendor Pay

Vendor Pay Entitlement Systems

- AVEDS / FAS: Automated Voucher Examination and Disbursing System / Fuels Automated System
- **BSM**: Business Systems Management
- CAPS-Clipper: Commercial Accounts Payable System Clipper
- **CAPS-W**: Commercial Accounts Payable System Windows
- **DISMS**: Defense Integrated Subsistence Management System
- **SAMMS**: Standard Automated Material Management System
- SAVES: Standard Voucher Examination System
- **CUFS**: College University Financial System Omaha only
- FABS: Financial Accounting and Budgetary System Pensacola only
- IAPS: Integrated Accounts Payable System
- **MSC:** Military Sealift Command
- STARS-OP: Standard Accounting and Reporting System One Pay
- SYMIS: Shipyard Management Information System
- **DTRS**: Defense Transportation System
- **TMS:** Transportation Management System
- **TSS**: Transportation Support System
- **TFMS-M**: Transportation Financial Management System Military

Vendor Pay Systems by Site

Site	CAPS-Clipper	CAPS-W	SdVI	STARS-OP	DTRS	TSS	SMT	AVEDS/FAS	MSB	CUFS	SMSID	FABS	FIS	SM	SMMS	SAVES	SRD-1	SIWAS	TFMS	EDM
Charleston				Χ																X
Columbus	Χ	Χ						Х	Х		Х				Χ	Χ	Χ			X
Dayton			X														X			X
Europe	X																			X
Indy-ITPO		X			Χ												Χ			
Indy-VP		X															X			X
Japan	X		Χ	Χ																
Law ton		X															X			X
Lexington		Χ															Χ			
Limestone			Χ																	X
Norfolk		X		Χ		X	Χ										X	X		X
Omaha			Χ							Χ				Χ			Χ		Χ	X
Orlando		Χ	X														Χ			X
Pacific			X	Χ																X
Pensacola				Χ								Χ								X
Rock Island		Χ																		X
Rome		Χ															Χ			X
San Antonio		Χ	Χ														Χ			X
San Bernardino			Χ																	X
San Diego				Χ									Χ							X
St. Louis		Χ																		X



* Business System Management designed to replace DSIMS

Vendor Pay Process - 3 Way Match



Legal Agreement for purchase of good or services.



Vendor Invoice submitted when good are shipped or services rendered.



Receipt document completed by government official when goods or services are received.

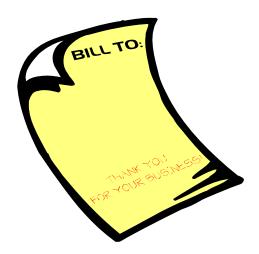


Disbursement voucher created; Electronic Funds transfer to bank account.

Non-Contractual Payments

Miscellaneous Categories

- Training
 - Individual
 - College/University
- Utilities
 - Water
 - Gas
 - Telephone
- Transportation
 - Moving & Storage
 - Handling In
 - Handling Out
 - Temporary Storage
 - Freight
 - Personal Property



Vendor Pay Areas of Emphasis

- Increase Electronic Commerce
- Customer Service Provide Best Value
- Reduce Interest
- Increase Discounts Taken
- Eliminate Duplicate and Erroneous Payments
- Streamline and Standardize Processes

Vendor Pay Challenges

- Receipt and Acceptance Documents
- Electronic Solutions
- Creating Efficiencies
 - Minimizing Re-work
 - Standardized Processes
- Maximize Resources

What Can You Do To Help?

- Know Terms and Conditions of Your Contract
 Bill Accordingly
- Invoice Electronically (WAWF, WInS ED)
 Track Receipt of Invoice



- Receive Payment Electronically
 - Update/Validate your CCR Registration
- Utilize myInvoice

Stock Fund Payment Division Payment Division

- Automated commercial vendor payments
- Standard Automated Materiel Management System
 - SAMMS
 - Construction
 - Electronics
 - General
 - Industrial
 - Clothing & Textile
 - Medical Commodities



Meeting the needs of our Warfighters

What is **BSM**

- BSM = Business Systems Modernization
- Commercial Off-the-Shelf (COTS)
- Material Management
- Integrated System



What is BSM (continued)

ONE STOP SHOP

- Planning
 - Supply planning
- Procurement
 - Process purchase requests / purchase orders
 - Review planned orders
- Order Fulfillment
 - Receive and process sales orders and return requests
 - Issue and receive goods
- Finance
 - Examine and process payments to vendors
 - Verify posting to the account records
- BSM is a comprehensive system
 - All contractor / payment related information and history
 - Resides in one location

BSM Release 1

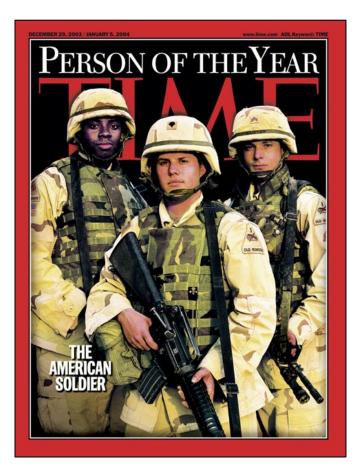
- Concept Demo Phase
 - Implemented July 2002
 - 5% of DLA's supply items were converted 4
 Defense Subsistence offices (DSO): Reduced
 initial implementation to include only 1 (Nashville DSO)
 - Resources realigned
 - Training
 - Development
 - Testing

BSM Release 1.1

- Implemented November 2003
- Targeted Migration of Defense Integrated Subsistence Management System (DISMS) workload
- Battle Dress Uniforms (BDUs)
- Implemented Vendor Pay Inquiry System (VPIS)

BSM Release 2

- Implemented for July 2004
 - All DISMS workload in BSM
 - Wide Area Workflow (WAWF)
 - for Source Acceptance
 - Automated Advice of Payment(AOP)
 - Business Warehouse Reports
 - Data Archiving
 - Foreign Currency Payments
 - My Invoice replaced VPIS



BSM Release 2.2

- Implemented January 2006
- Items transitioned from Computerized Accounts Payable System (CAPS) to BSM:
 - Power Track
 - Purchase Cards
 - Base Operating Supply System (BOSS) Contracts
 - Miscellaneous Payments
 - Service Payments

EDM Implementation

- Implemented May 19, 2004 for BSM
- Removes hardcopy invoices from individual workstations
- Indexed documents easily located using EDM search
- EDM contract folders maintain history of all incoming documents
- Provides workflow capability to review
 - And input documents in the payment system
- Provides management reports to
 - Track performance
 - Document status / age and production numbers
 - For monitoring the workload

Identifying BSM Contracts

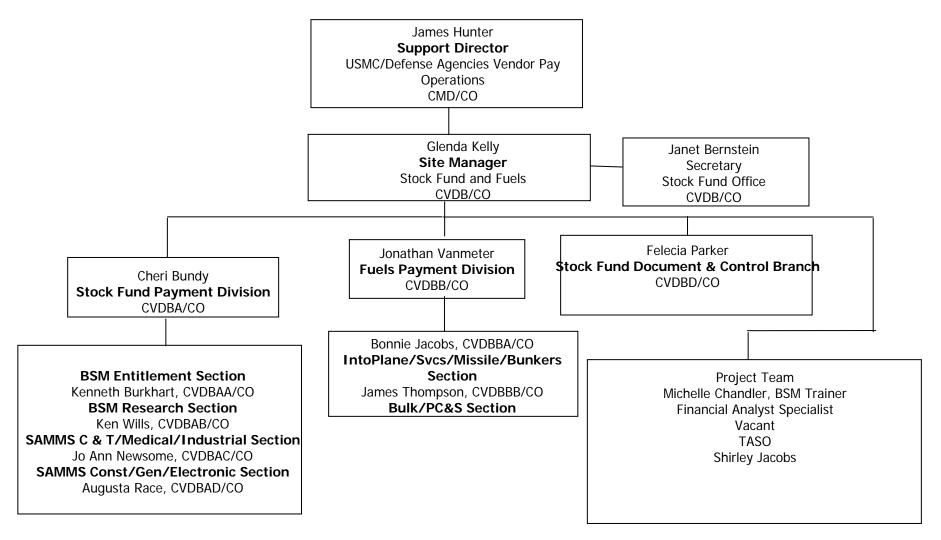
Contract Number begins with SPM or SPE

• The line of Accounting is *always* 97 X 4930 5CBX 001 2630 S33150

• Block 15 of the Contract (Payment Office) will be:

DFAS-CVDBA (SL4701) P O BOX 369031 Columbus, OH 43236-9031

Stock Fund Payment Division Points of Contact



Keys to Success

- On-going communication
- Employee dedication
- Team effort

Can Do ! -- Will Do !



Electronic Commerce

Michelle Woldt

Topics

- 1. Introduction
- 2. Benefits
- 3. EC Systems: How does it work?
- 4. New Capabilities
- 5. Getting Started Tools & References

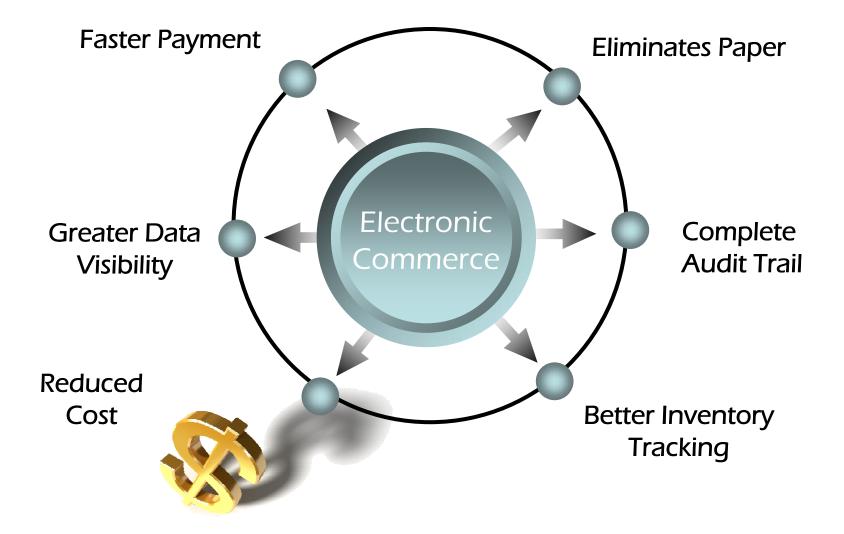
What is Electronic Commerce?



 The use of communication technologies to transmit business information and transact business.

> www.dis.wa.gov/portfolio/Definitions .htm

Benefits of Electronic Commerce



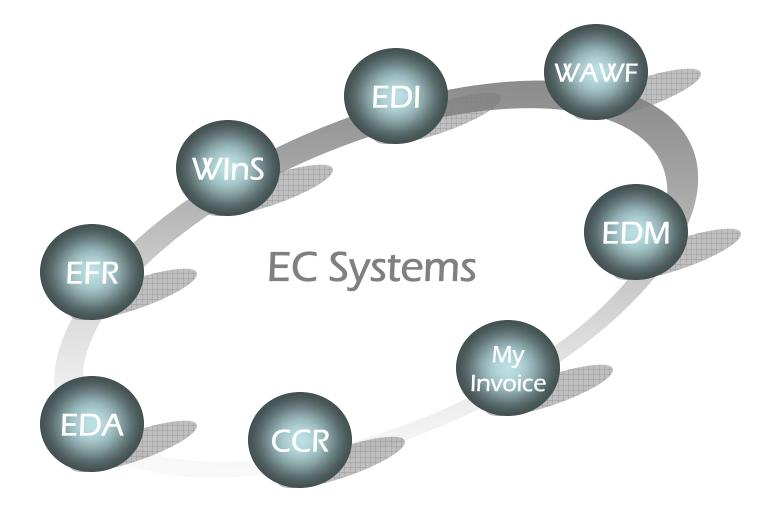
Electronic Invoicing Mandate



- Mandated by Public Law: Section 1008 of National Defense Authorization Act of FY 2001
- DFAS updated to include requirement for electronic invoicing, effective for contracts issued after Feb 28, 2003.
- DFARS Clause 252.232-7003 (232.7004)
 - Requires electronic invoicing.
 - Requires electronic supporting documentation.
 - Identifies three acceptable electronic forms for transmission of invoices (WInS, WAWF and EDI).
 - Identifies six specific situations where EC is not required.

http://www.acq.osd.mil/dpap/dars/dfars/index.htm

EC Systems



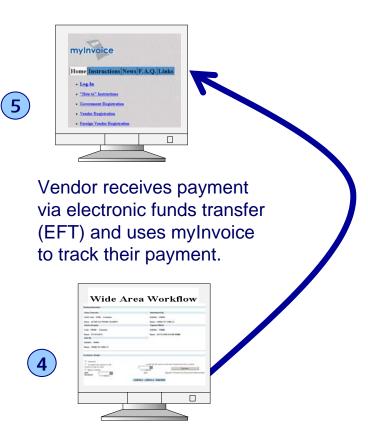
How does it work?





(1)

Contracts/mods, vouchers are posted to EDA/NAFI





Vendor enters invoice and shipment data into WAWF, or transmits invoices via WINS or EDI

Government performs acceptance of goods and services in WAWF transmitted to entitlement/accounting systems

How does it work? Step #1

1 Vendor registers in CCR, remittance data transmitted to EC systems/CEFT



CCR/CEFT/EFT

Central Contractor Registry (CCR)

•Vendors register when contract awarded

•Provides EFT payment information

•Identify eBusiness POC

Corporate Electronic Funds Transfer (CEFT)

Accepts data feeds from CCR and employee/service member systems

Allows entry of CCR exempt vendors

Provides data to payment systems

Electronic Funds Transfer (EFT)

•Equivalent to "Direct Deposit" in traditional bank

•Saves money from check costs

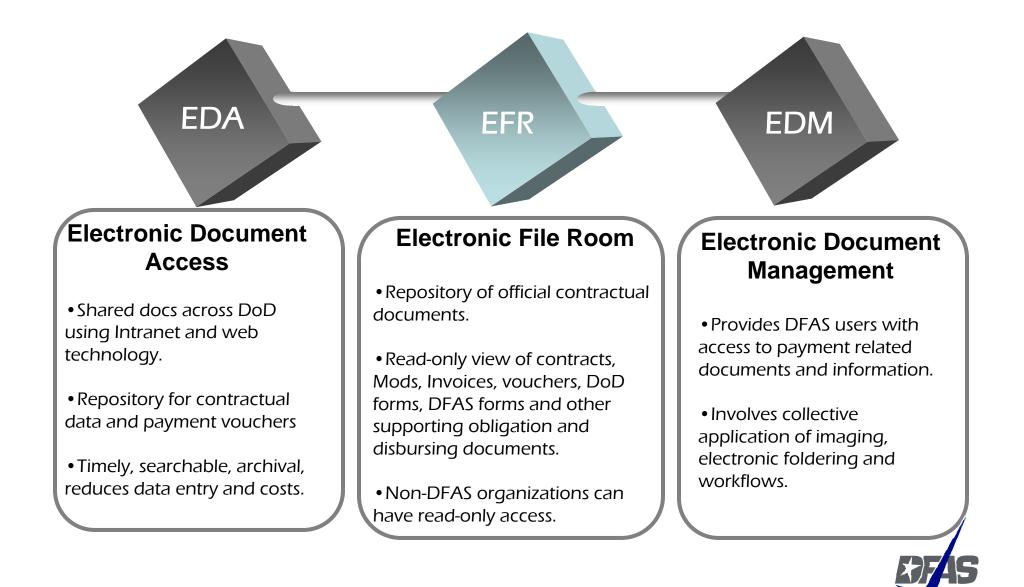
•Quicker payment for customers with less opportunity for error/

How does it work? – Step #2

Contracts/mods, vouchers are posted to EDA/NAFI



Electronic Document Visibility



How does it work? – Step #3





3 Vendor enters invoice and shipment data into WAWF, or transmits invoices via WINS or EDI

Wide Area Workflow (WAWF)

An interactive web-based application that allows vendors to electronically submit invoices and receiving reports, and the Government to inspect, accept, receive and pay electronically.





- PKI Enabled
- Allows government to digitally sign documents over the web
- Eliminates paper from the invoicing and receipt/acceptance process of the DoD contracting life cycle.
- Electronically transmits data to the entitlement systems for payment
- Uses e-mail to notify workflow users of document status
- Provides GLOBAL visibility to all users.

Self Paced Training @ www.wawftraining.com

Web Invoicing System (Wins)

- Web-based application
- Allows vendors to submit invoices via:
 - on-line data entry
 - File Transfer Protocol (FTP)
- Invoices are translated into EDI 810 format and submitted to payment system.
- Certification through SEPS and ECS.





Electronic Data Interchange (EDI)



- Computer to computer exchange of routine business information in a standard format
- Uses American National Standards Institute (ANSI) X-12 format.
 Version 3010

How does it work? – Step #4



Prime Contractors CACE Code: 2Y/09 Extension: DeDAAC: FA001 Name: ACTIVE ELECTRONCE SCURTY Name: FA013 J77 CONS CC Sendor Acceptor Code: FRY30 Extension: DeDAAC: FR300 Name: J7 SFS-SFTL Name: ACCTG DISB STA NR 50300 Name: F9 DeDAAC: FR301 Name: FA013 J77 CONS CC Code: FRY30 Code: FRY30 Code: Cod	CAGE Code: 27198 Extension: DeDAC: FA981 Name: ACINE ELECTRONIC SECURITY Name: FA981 377 CONS CC Service Acceptor Payment Official Code: F9730 Extension: DeDAC: FA980 Ream: 77 STS STS FTL Name: ACITG DISI STA NR 50300 Name Dy DeDAC: FA981 Name: FA981 377 CONS CC Construction State Comment to the Construction of the sense have been received and were accepted Control stry: FB788 Control stry: FB788 Contro	Routing Information:	
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		Inspected Categories and conforms to the contract excepted an noted Beject to indivator	YYYY/MWDD Signature

 Government performs acceptance of
 goods and services in WAWF transmitted to entitlement/accounting systems

Government Acceptance Using WAWF

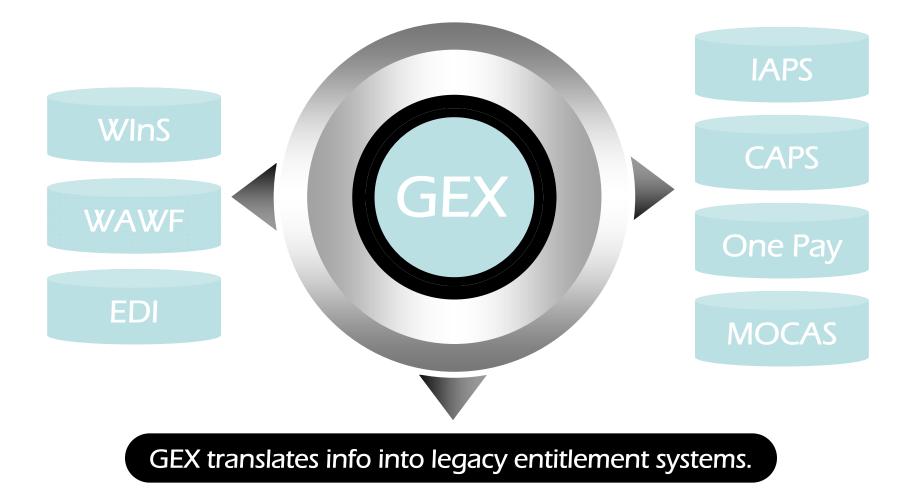


- WAWF makes it fast and easy to accept goods and services.
- Use the "Create Receiving Report From Invoice" feature to cut data entry time.
- Missing RR's are the leading cause of overage and interest. Using EC for acceptance reduces costs and improves payment timeliness.





How does it work? – Government perspective



How does it work? – Step #5





 Vendor receives payment via
 electronic funds transfer (EFT) and uses mylnvoice to track their payment.

myInvoice

Interactive system provides information on invoices submitted and paid.

Contractors may:

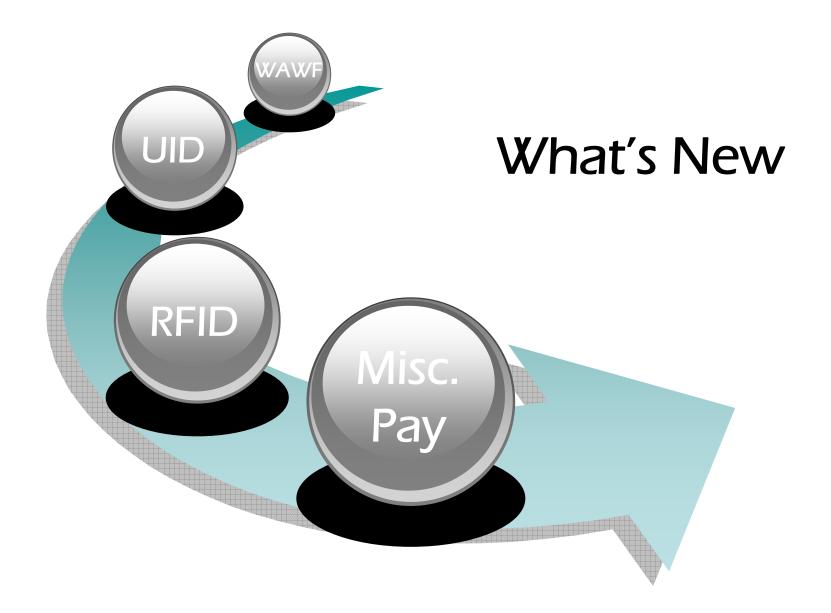
- Research the status of a recently filed invoice to see when payment will be issued or if there is an issue with payment processing.
- Obtain information associated with a payment including contract number, invoices covered, interest or freight included and tax or discount withheld.
- Receive e-mail notification of payments.

https://myinvoice.csd.disa.mil/index.html





WAWF - New Capabilities



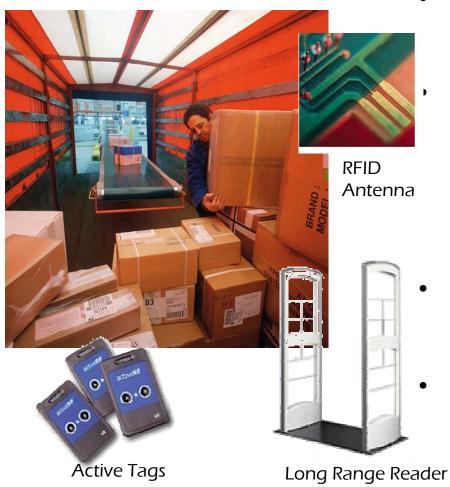
Miscellaneous Payments



- WAWF is now capable of making misc. payments.
- Make payments for noncontractual items.



Radio Frequency Identification (RFID)

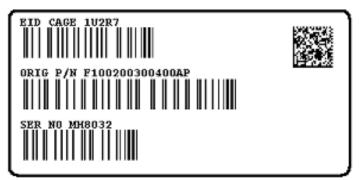


- RFID technology is a means of identifying a unique object or a person using a radio frequency transmission.
 - DFARS Clause 252.211-7006 The Contractor shall electronically submit advance shipment notice(s) with the RFID tag identification (specified in paragraph (d) of this clause) in advance of the shipment in accordance with the procedures at :

http://www.acq.osd.mil/log/rfid/advance_shipment____ntc.htm

- *The current acceptable method for ASN submission is through Wide Area Workflow (WAWF).*
- The ASN is not a new process/transaction. It is the same existing Material Inspection Receiving Report (MIRR) transaction being sent to WAWF with additional data (RFID data der elements) added to the transaction.

Unique Identification



Mil-Std-130 UID Construct 2 Label

UID is the combination of:Enterprise ID370521Serial Number786950Original Part Number1234Current Part Number5678

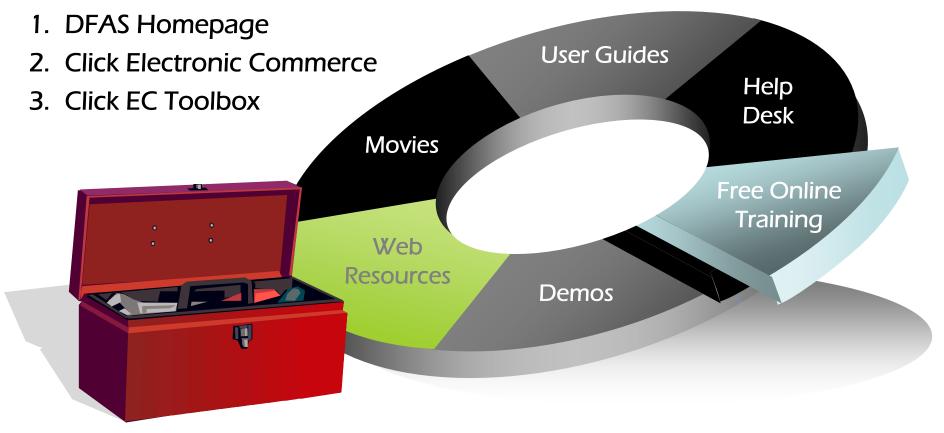
- Set of data marked on tangible assets that is globally unique. It ensures data integrity and quality throughout the life of the item.
- Helps to reliably locate, control, and value assets anywhere in the DoD supply chain
 - UID data shall be submitted via Wide Area Work Flow (WAWF) or other electronic means.
- The most recently released version of WAWF is now capable of capturing UID data.
- For more information go to: <u>http://www.acq.osd.mil/dpap/UID/</u>

Getting Started



Electronic Commerce End User's Tool Box

Go to:



http://www.dod.mil/dfas/contractorpay/electroniccommerce/ECToolBox.html

References

• Main DFAS EC Web Site

http://www.dod.mil/dfas/contractorpay/electronicc ommerce.html

- WAWF production web-site
 <u>https://wawf.eb.mil</u>
- WInS web-site <u>https://ecweb.dfas.mil</u>
- EDA web-site

http://eda.ogden.disa.mil/

myInvoice

https://myinvoice.csd.disa.mil//i ndex.html





