



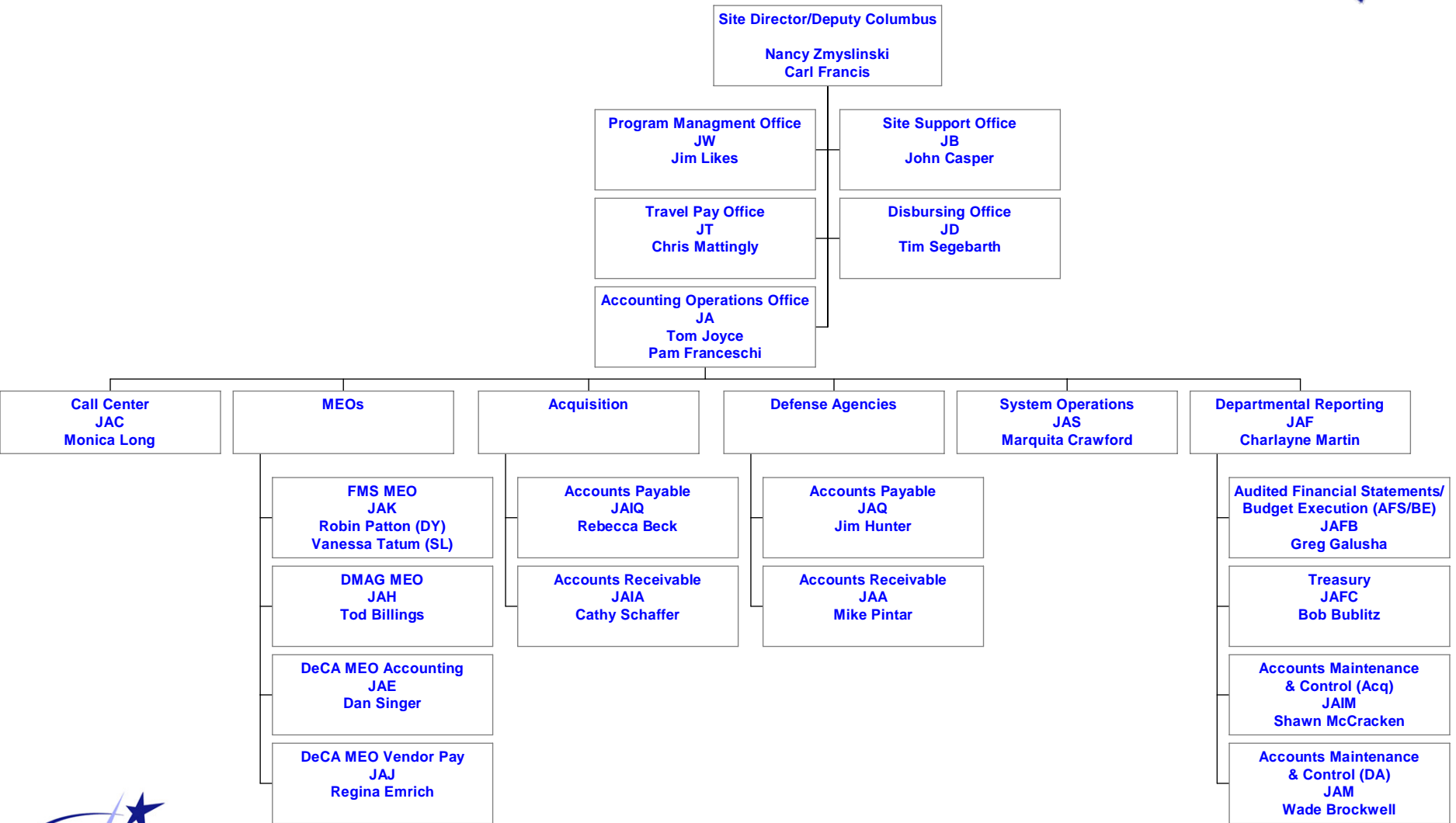
Accounts Payable - Defense Agencies/USMC DSCC Business Conference

Accounts Payable Overview

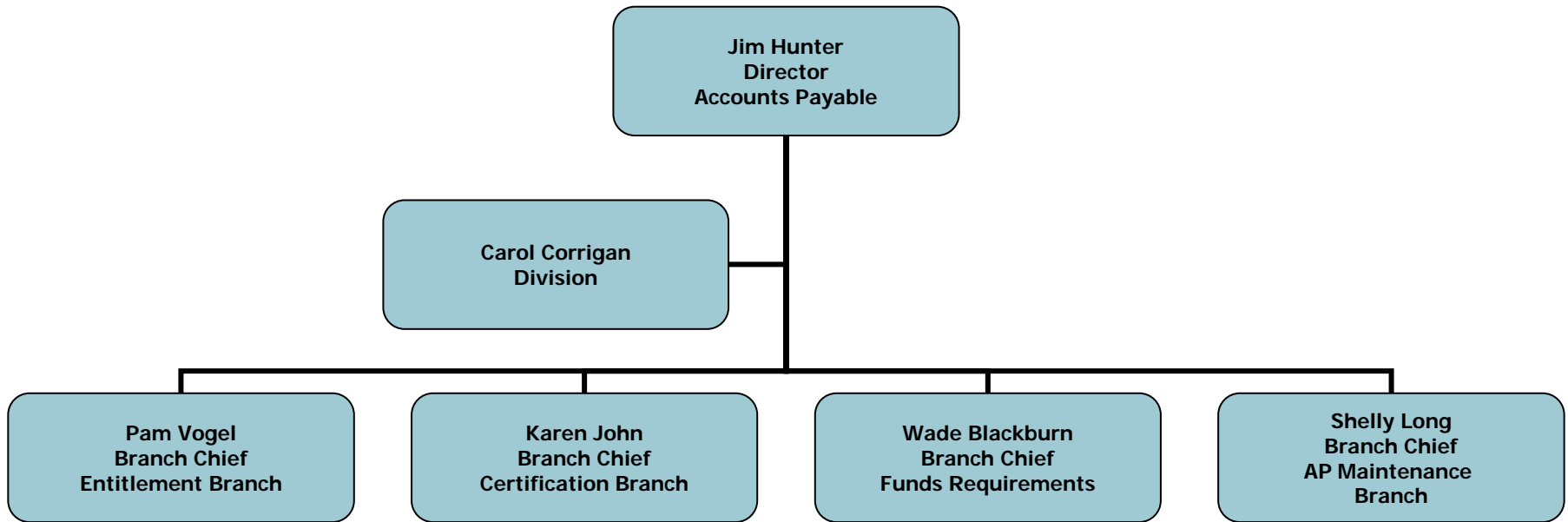
***Cheri Bundy
Defense Agencies/USMC
Defense Finance and Accounting Services***



Accounting Operations, Columbus Phase I



ACCOUNTS PAYABLE OPERATIONS DIVISION



- **Accounts Payable Operations Division**
 - ✓ Entitlements Branch
 - ✓ Funds Requirements Branch
 - ✓ Certifications/Audit Branch
 - ✓ Accounts Payable Maintenance Branch
- **Multiple Entitlement and Accounting Systems**
- **Diverse Customer Base**





Systems used:

- EBS/BSM
- CAPS-W
- CAPS CLIPPER
- AVEDS
- FAS
- SRD-1
- EDA
- EDM
- EDI
- WAWF
- WInS
- POWERTRACK

Functions:

- Perform entitlement/computation actions necessary to generate payments to vendors and/or individuals for services performed and/or goods/materials received
- Review contracts, invoices, and receiving reports for propriety, verifying CCR/CEFT registration
- Process payments into the applicable entitlement system, ensure payments are computed and forwarded to the certification team timely to prevent interest penalty accruals
- Process Powertrack invoices within the 15 day Prompt Payment deadline to prevent interest penalty accruals





Systems Used:

- CAPSW
- CAPS CLIPPER
- AVEDS
- FAS
- SRD1
- EBS/BSM
- SABRS
- EDA
- EDM
- BOSS
- ACL
- WAWF
- EDI

Functions:

- **Payment Certification:**
 - ✓ Duly Appointed Certifying Officials'
 - ✓ Ensure Accuracy of Entitlement Prior to Disbursement
 - ✓ Ensure entitlement is Legal, Proper and Correct
- **Performs Pre-Pay & Post Pay Audits**
- **Manage EFT/Reject Process**
- **Initiate Governments Claims for Erroneous Payments**





Systems Used:

- DBMS
- E-BIZ
- WAAS
- EBS/BSM
- FAS/DFAMS
- IAPS
- DWAS
- SABRS
- DIFMS
- STARS
- BOSS

Functions:

- Researches and corrects prevalidation reports generated each night
- Resolve prevalidation issues referred by Entitlement Section personnel as outlined by the DoDFMR and recording accounts payables in supported accounting systems





Systems Used:

- EBS/BSM
- DBMS
- WAAS
- FAS
- DWAS
- DOD22D

Functions:

- **Responsible for expenditure processing, clearing undistributed transactions, intransits, researching and clearing problem disbursements**
- **Research and monitor travel advances, research and post refund receivables**
- **Accruing and recognizing liabilities, establishing payables, reconcile and post payrolls**
- **Participates in joint reviews with customers**
- **Accounts Payable/Eliminations Entries**





Systems Used:

- IPAC
- DBMS
- E-BIZ
- WAAS
- EBS/BSM
- FAS/DFAMS
- IAPS
- DWAS
- SABRS
- DIFMS
- STARS

Functions:

- Transfer funds from government to government consolidating this process for both incoming and outgoing transactions.



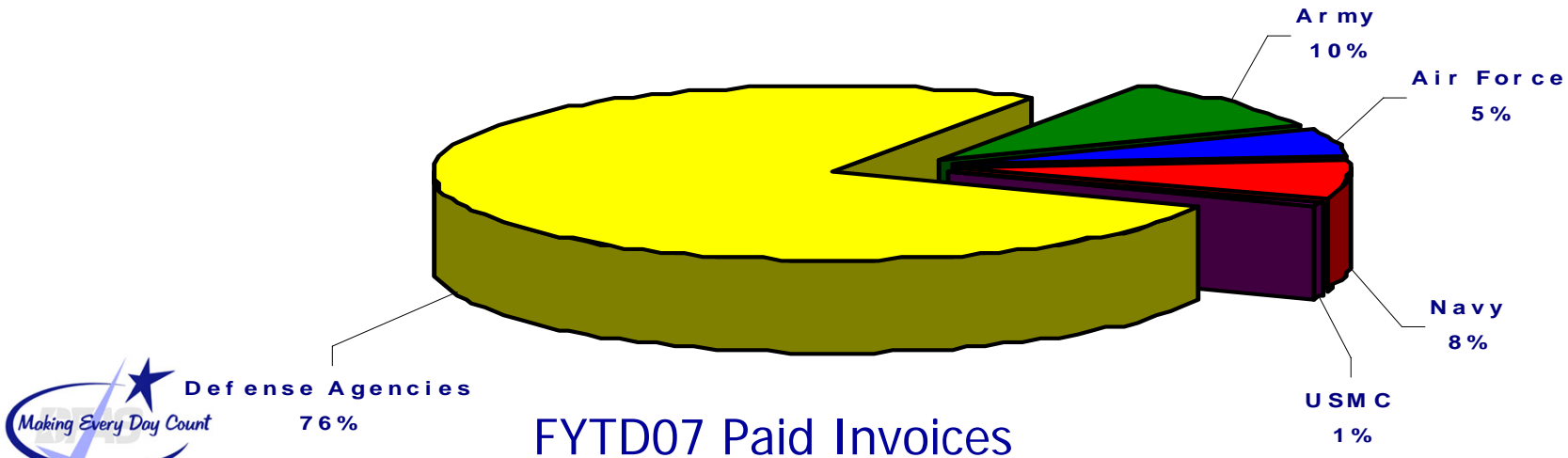


- Vendor Pay Network

- ✓ 20 Vendor Pay Sites
- ✓ 150,000 Contractors / Vendors
- ✓ 12.7 Million Total Invoices Paid in FY06
- ✓ \$98.8 Billion PPA \$ Disbursed in FY06

- Vendor Pay Service Breakdown

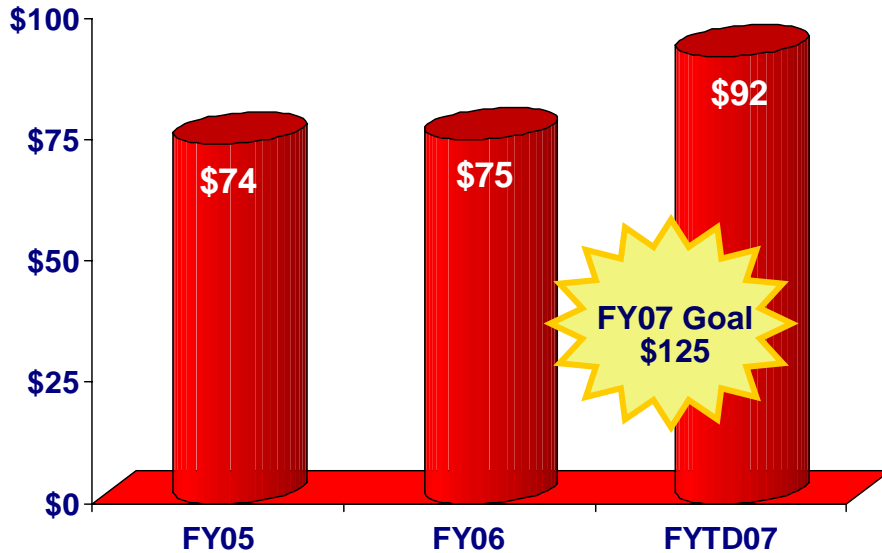
- ✓ \$77.1 Billion PPA Dollars Disbursed (1st, 2nd, & 3rd Qtr., FY07)
- ✓ 10.3 Million Invoices Paid (1st, 2nd, & 3rd Qtr., FY07)



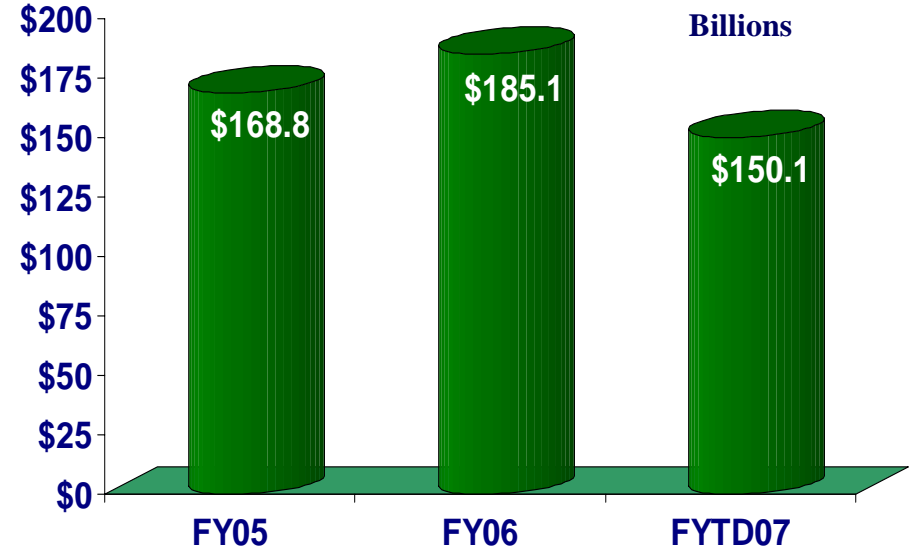
Magnitude of Operations – Columbus Center Accounts Payable



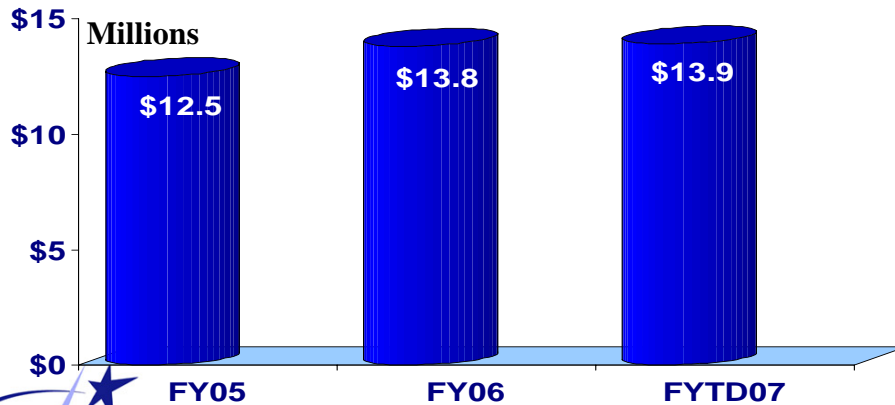
Interest \$ Per Million



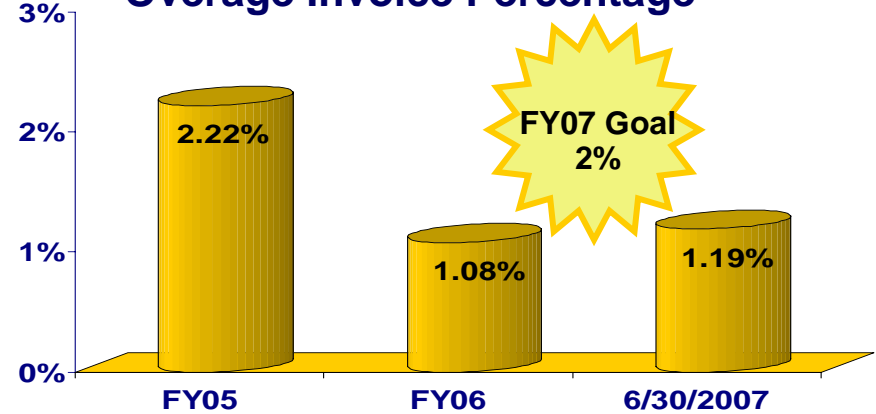
Prompt Pay Act \$ Disbursed



Interest Paid



Overage Invoice Percentage

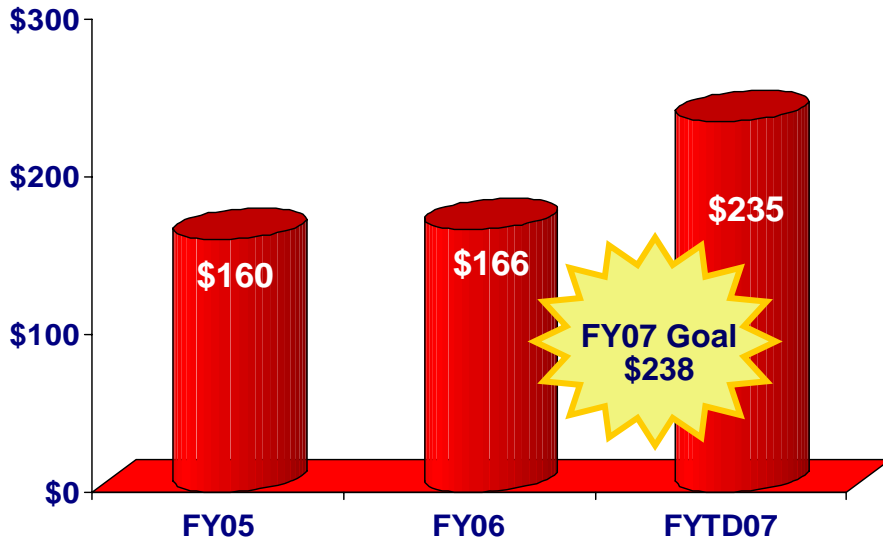


FYTD07 Data as of EOM Jun07, unless otherwise noted.

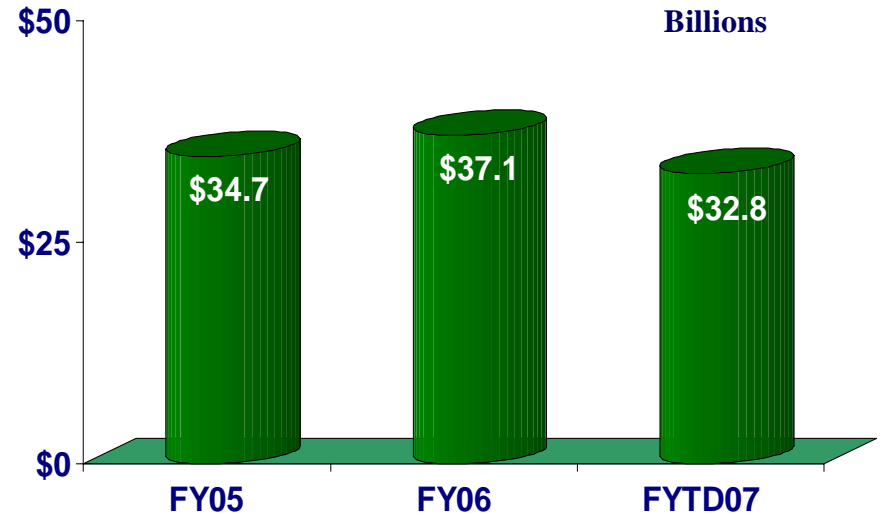


Magnitude of Operations – Columbus Center Vendor Pay

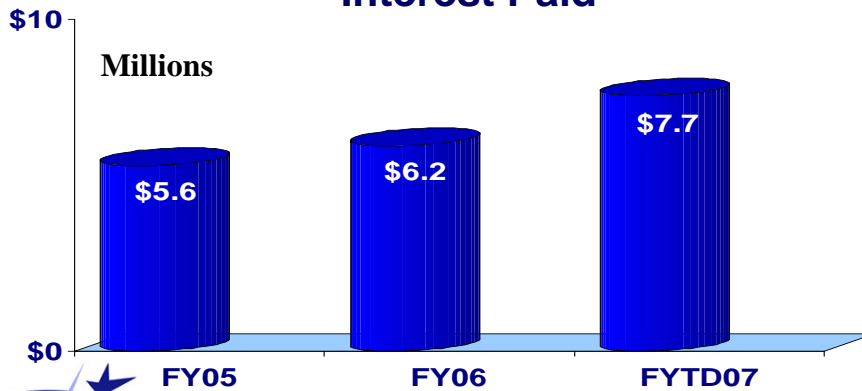
Interest \$ Per Million



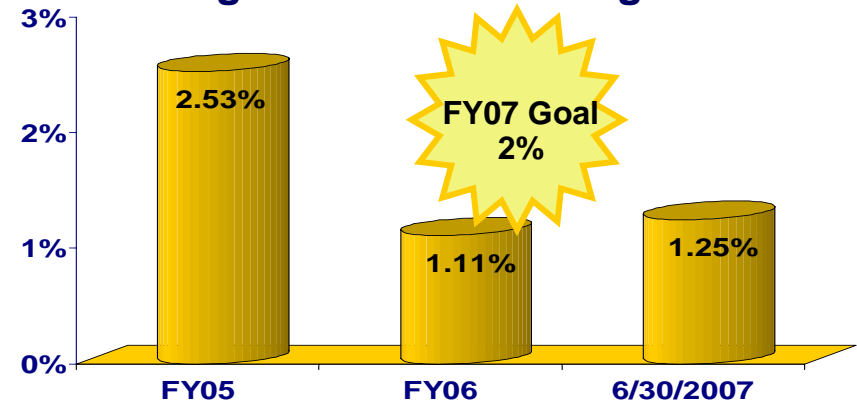
Prompt Pay Act \$ Disbursed



Interest Paid



Overage Invoice Percentage

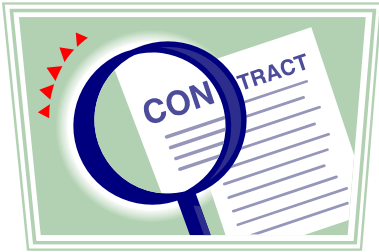


FYTD07 Data as of EOM Jun07, unless otherwise noted.



- 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

Accounts Payable 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.



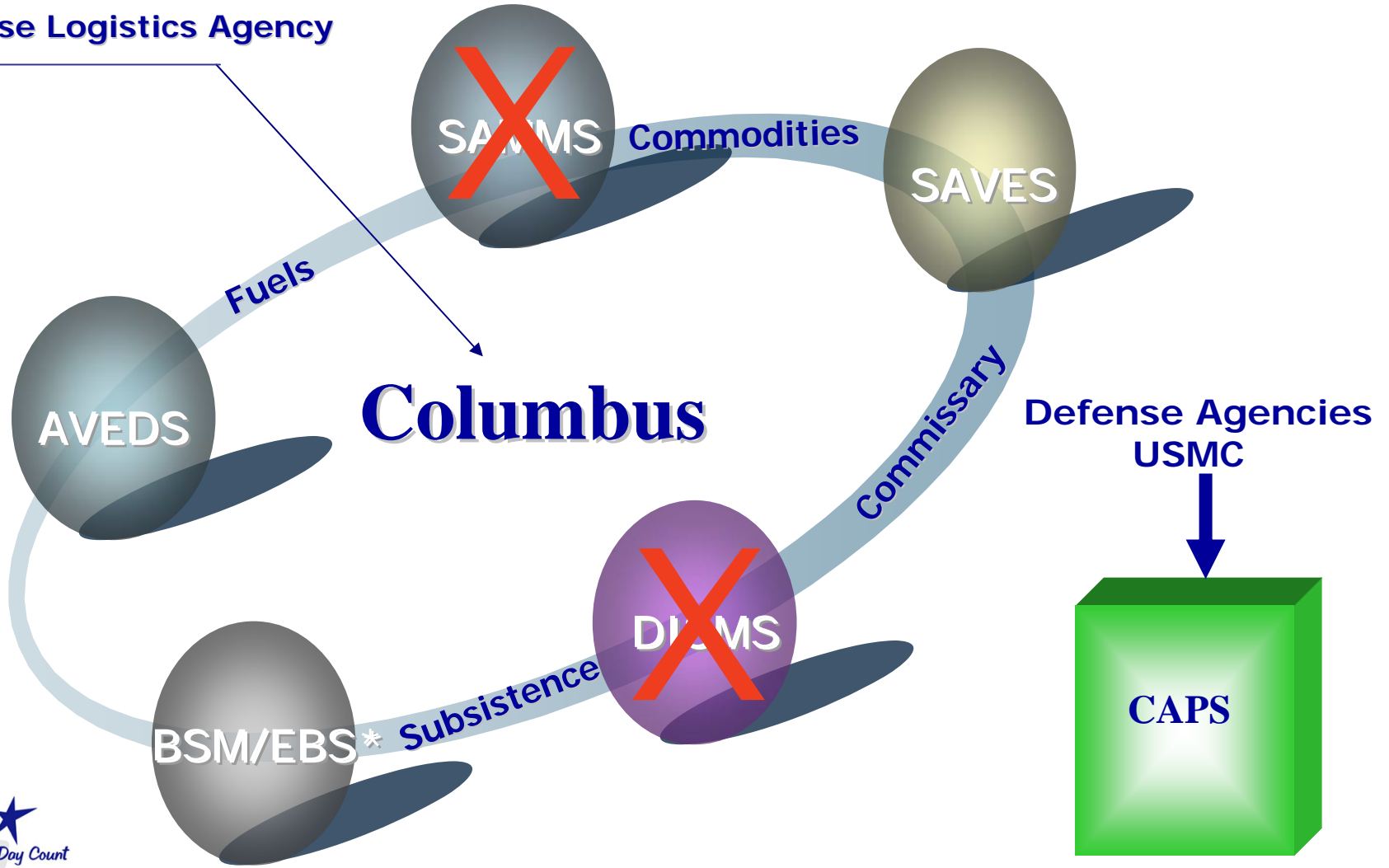
Disbursement voucher created;
Electronic Funds transfer
to bank account.



Accounts Payable Systems - Columbus



Defense Logistics Agency



Miscellaneous Categories

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



- A proper invoice must have the following:
 - Invoice date
 - Name and address of the vendor
 - Invoice number, account number, and/or any other identifying number agreed to by contract
 - Contract number or other authorization for delivery
 - Description, price and quantity
 - Shipping, payment and discount terms
 - Taxpayer Identifying Number (TIN), unless agency procedures provide otherwise.

- Contact name (where practicable) of person to be notified in event of a defective invoice
- Name, title, phone number and address
- Banking information, unless agency procedures provide otherwise, or except in situations where the EFT requirement is waived under 31 CFR 208.4
- Other substantiating documentation or information required by the contract.

Areas of Emphasis

- Increase Electronic Commerce
- Customer Service - Provide Best Value
- Overage NTE 2% (In FY07)
- Reduce Interest
- Increase Discounts Taken
- Eliminate Duplicate and Erroneous Payments
- Streamline and Standardize Processes

Challenges

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

Common Problems With Invoices



- Wrong or incomplete contract (PO) number
- Missing call/delivery order number
- Missing invoice number and date
- Failure to mark DD250 as an original invoice
- Vendor sends statements and not invoice
- Billing description is incomplete or incorrect
- Invoice is submitted by a vendor (sub contractor) other than the vendor named on the contract
- Billing for past due amounts on current charges instead of submitting the original invoice where balance is due





- An invoice is returned under the following conditions:
 - An invoice is received prior to a service period
 - There is no contract
 - The invoice is not a proper invoice
- An invoice will not be returned when:
 - There is destination acceptance and no receiving report
 - An incorrect line of accounting data



What Can You Do To Help?

- **Know Terms and Conditions of Your Contract**
 - ✓ **Bill Accordingly**
- **Invoice Electronically (WAWF, WInS, EDI)**
 - ✓ **Track Receipt of Invoice**
- **Receive Payment Electronically**
 - ✓ **Update/Validate your CCR Registration**
- **Utilize My Invoice**

Keys to Success

- On-going communication
- Employee dedication
- Team effort

Can Do! - Will Do!





- Improves cash flow management
- Eliminates lost documents
- Reduces operating cost by saving postage
- Provides 100% invoice status visibility
- Electronic submission of invoices and receiving reports (DD250s)
- Global accessibility of documents & audit capability
- Free-of-charge web-based system





MOCAS Operations Overview

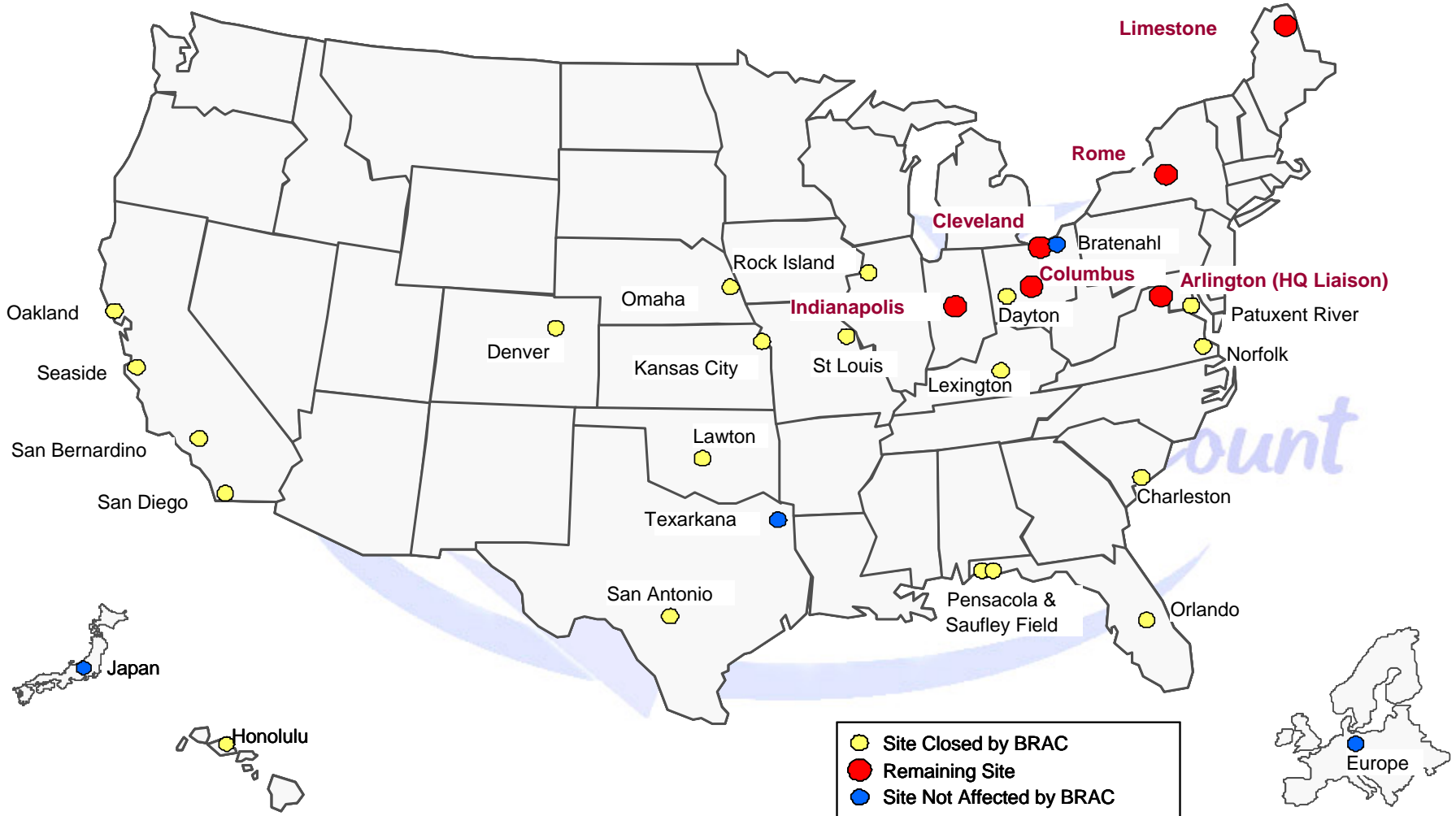
Making Every Day Count

DFAS Columbus

Accounts Payable Acquisition - MOCAS

August, 2007

DFAS Structure – 2005 BRAC Law



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

FY2009 End State - Operations Highlights



| Cleveland |
|-------------------------------|
| Navy Field Accounting |
| Marine Corps Field Accounting |
| Navy/Marine Corps |
| Active & Reserve Pay |
| Disbursing |
| Civilian Pay |
| Corporate Organizations |
| Strategic Business Mgmt |

**Centers of Excellence
Cleveland**

Retired and Annuitant Pay
Garnishments

| Columbus |
|-----------------------------|
| Air Force Field Accounting |
| Defense Agencies Accounting |
| Disbursing |
| Corporate Organizations |
| Strategic Business Mgmt |

**Center of Excellence
Columbus**

Acquisition Accounting
including Contract Pay

| Indianapolis |
|-------------------------------------|
| Army Field Accounting |
| Classified Accounting |
| Corporate Accounting |
| Disbursing |
| Army/Air Force Active & Reserve Pay |
| Trust Fund Accounting |
| Civilian Pay |
| Transportation Payments |
| Travel Pay |
| Out of Service Debt |
| Corporate Organizations |
| Strategic Business Mgmt |

**Center of Excellence
Indianapolis**

Security Assistance Accounting

| Limestone |
|----------------------------|
| Air Force Field Accounting |
| Administrative Services |

**Center of Excellence
Limestone**

Transportation Working
Capital Fund Accounting

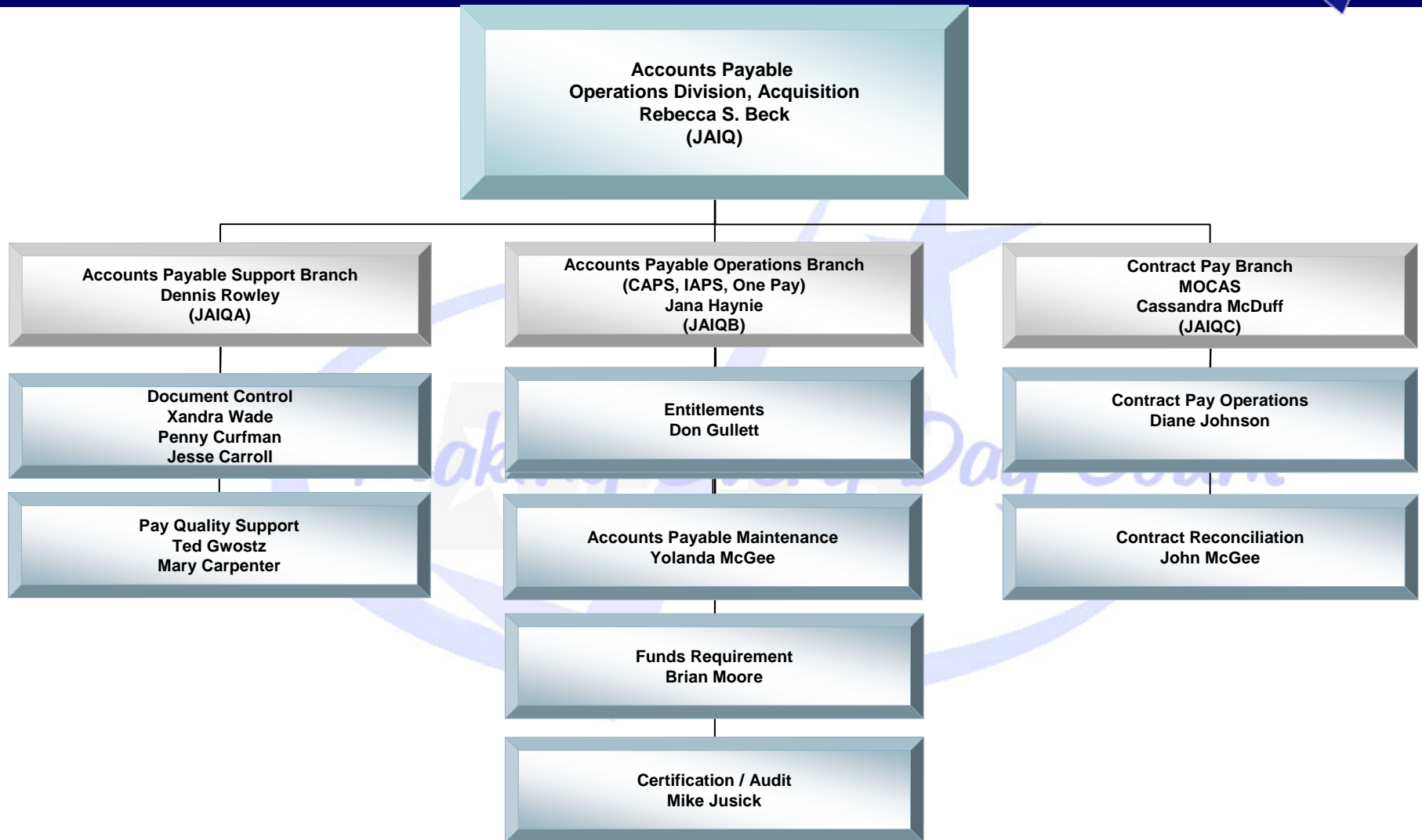
| Rome |
|-------------------------|
| Army Field Accounting |
| Administrative Services |

**Centers of Excellence
Rome**

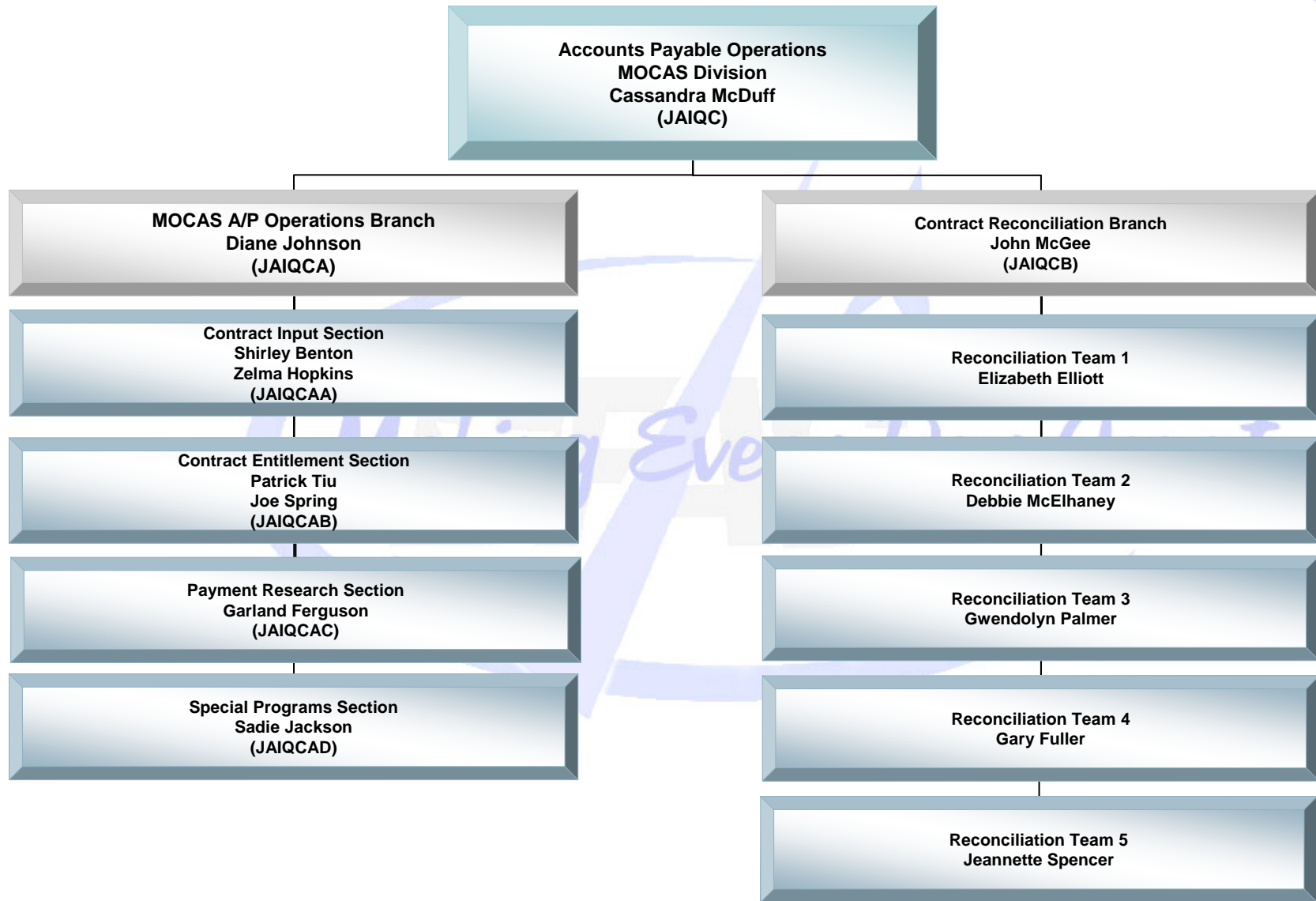
Medical Accounting
Special Ops Accounting

NOTES:

1. Backup for Travel Pay will reside in Columbus until DTS is fully implemented
2. Arlington Liaison, Bratenahl, Texarkana and OCONUS locations also continue mission operations



Accounts Payable Acquisition – MOCAS Division



Mechanization Of Contract Administration Services

- Integrated system supporting post award contract administration
- Used by:
 - ✓ DCMA Contract Administration Offices
 - ✓ DFAS Contract Pay
 - ✓ Procurement Offices
 - ✓ Funding Stations (Prevalidation Business Partners)
- Pays More Complex Contracts
 - High Dollar
 - Multiyear Contracts
 - Multiple Deliverables
- Makes Financing Payments



Contract Pay Magnitude of Operations



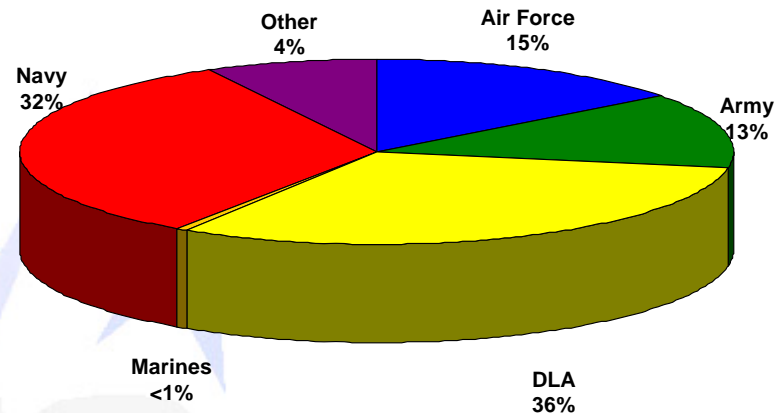
• Contract Pay - FY 06

- ✓ 302,269 Active Contracts
- ✓ 16,198 Active Contractors
- ✓ 1,162,319 invoices processed
- ✓ \$130.6 Billion Disbursed

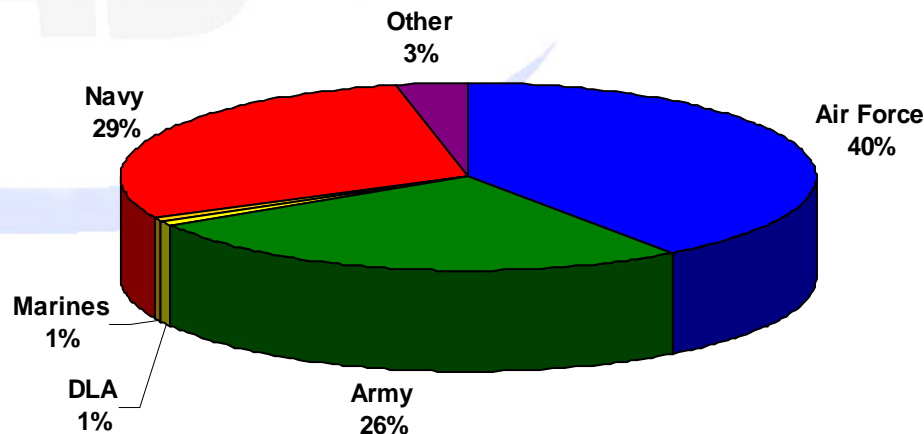
• Contract Pay – FY 07 YTD

- ✓ 329,922 Active Contracts
- ✓ 17,342 Active Contractors
- ✓ 836,524 Invoices Processed
- ✓ \$117.3 Billion Disbursed
 - As of 6/30/07

Total Contracts - FY 07 YTD



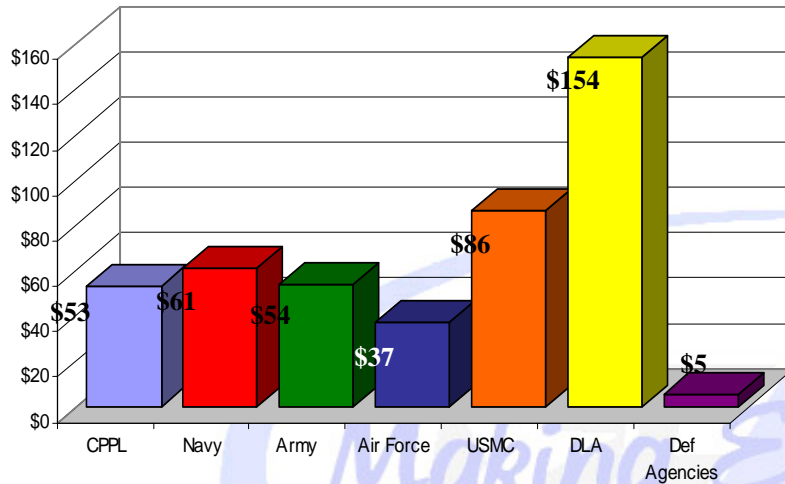
Obligation Dollars by Service FY 07 YTD



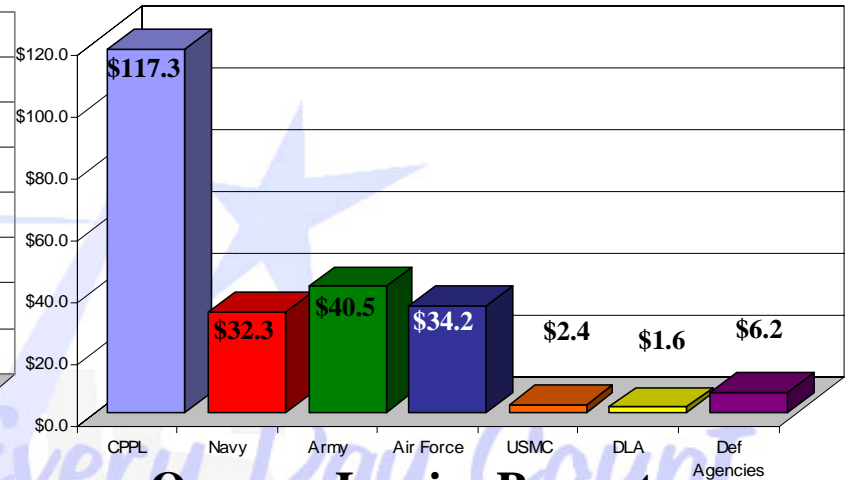
Contract Pay at a Glance - FY07 YTD



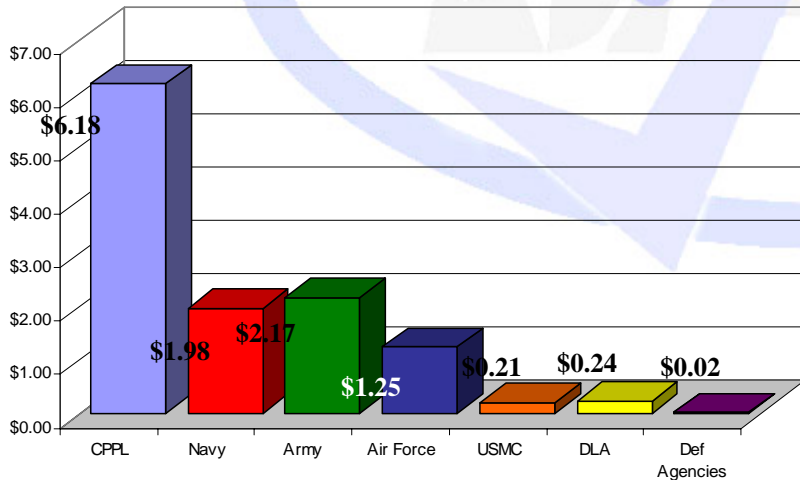
Interest \$ Per Million



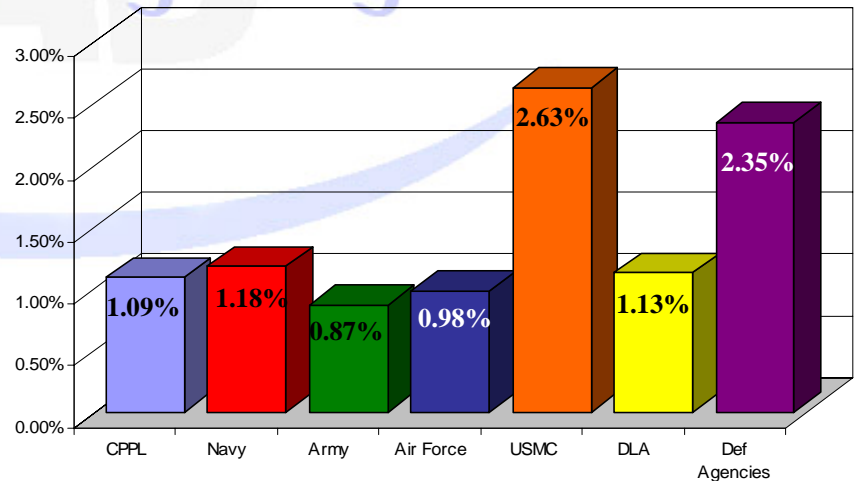
Prompt Pay Act \$ Disbursed In Billions

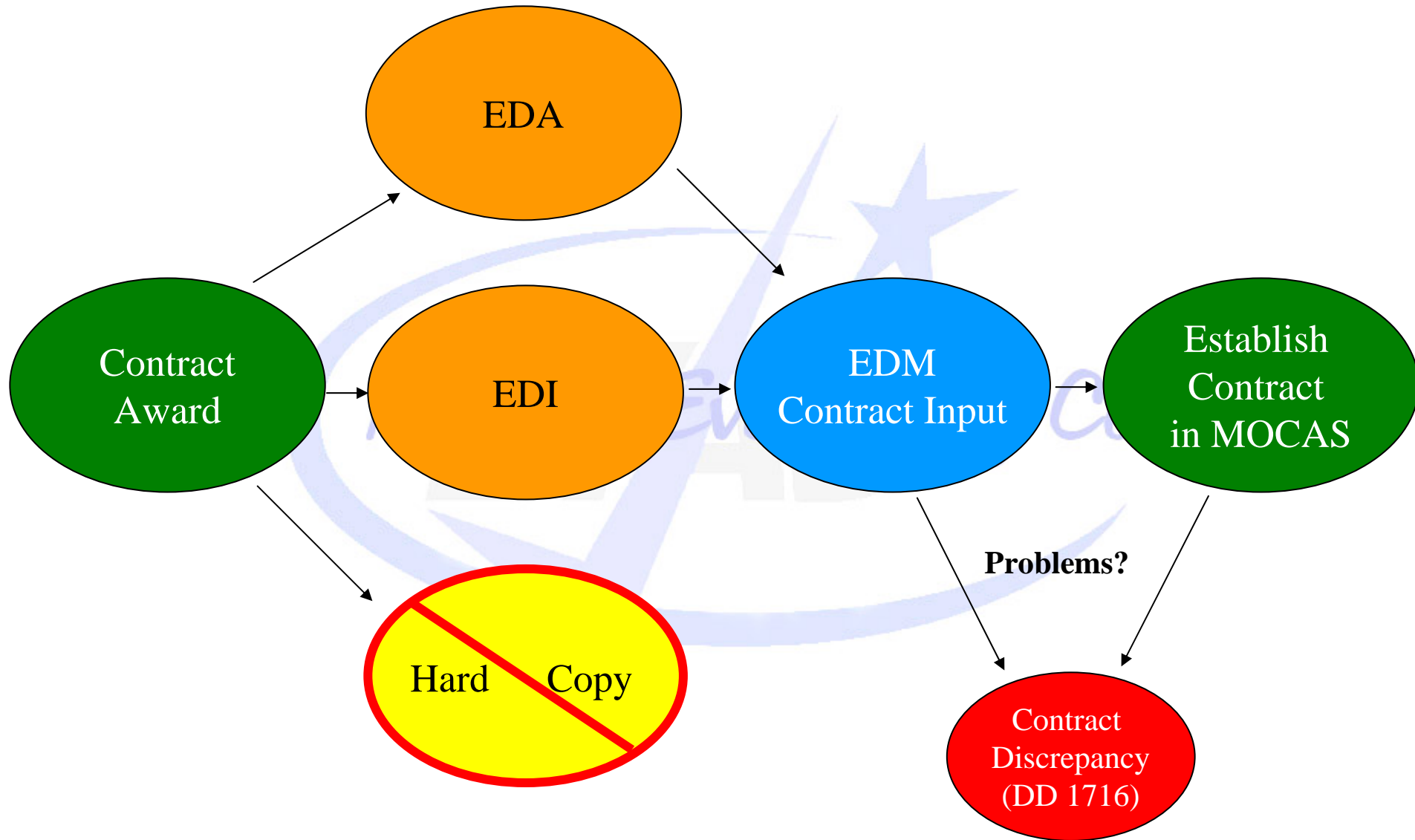


Interest Paid

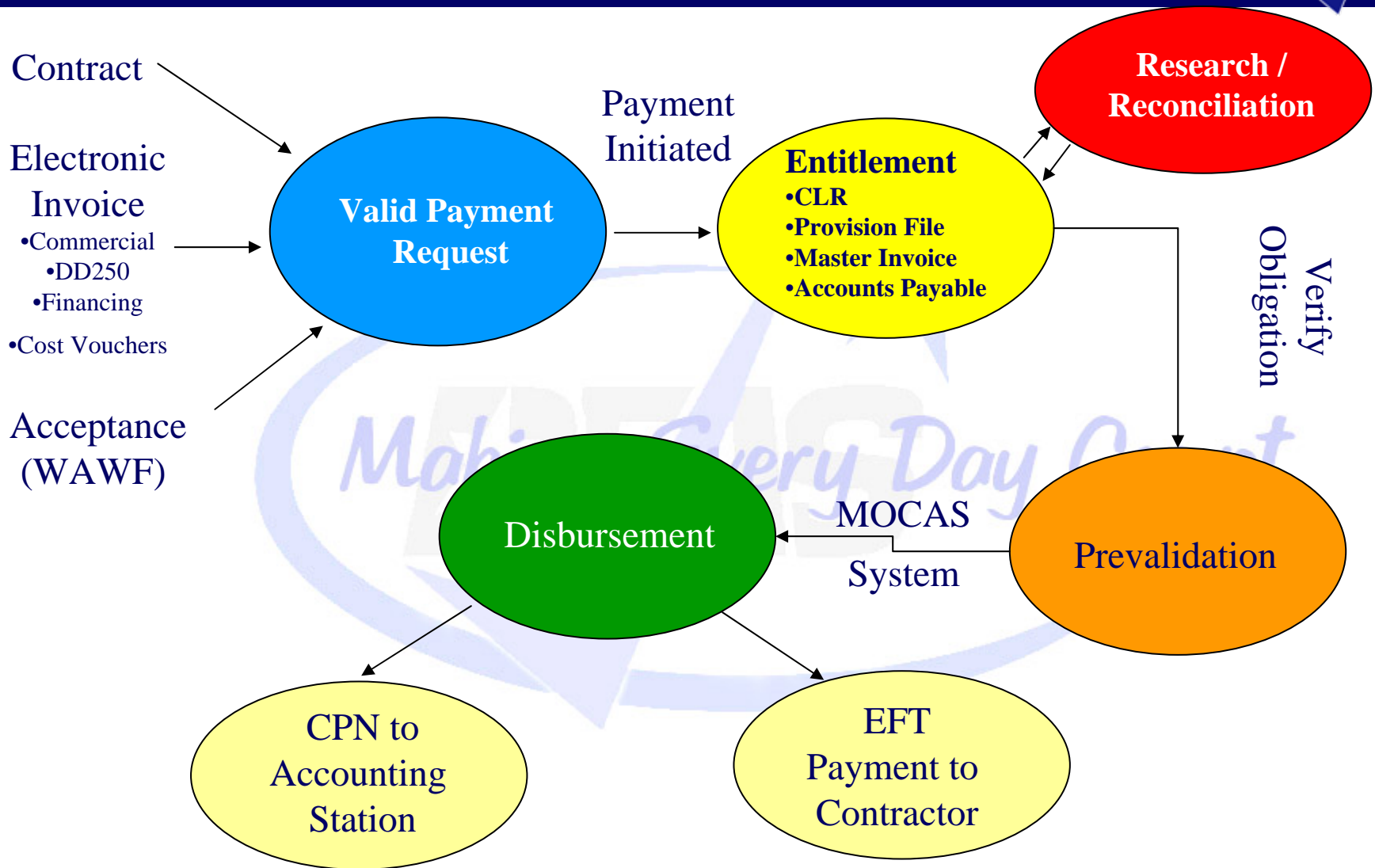


Overage Invoice Percentage

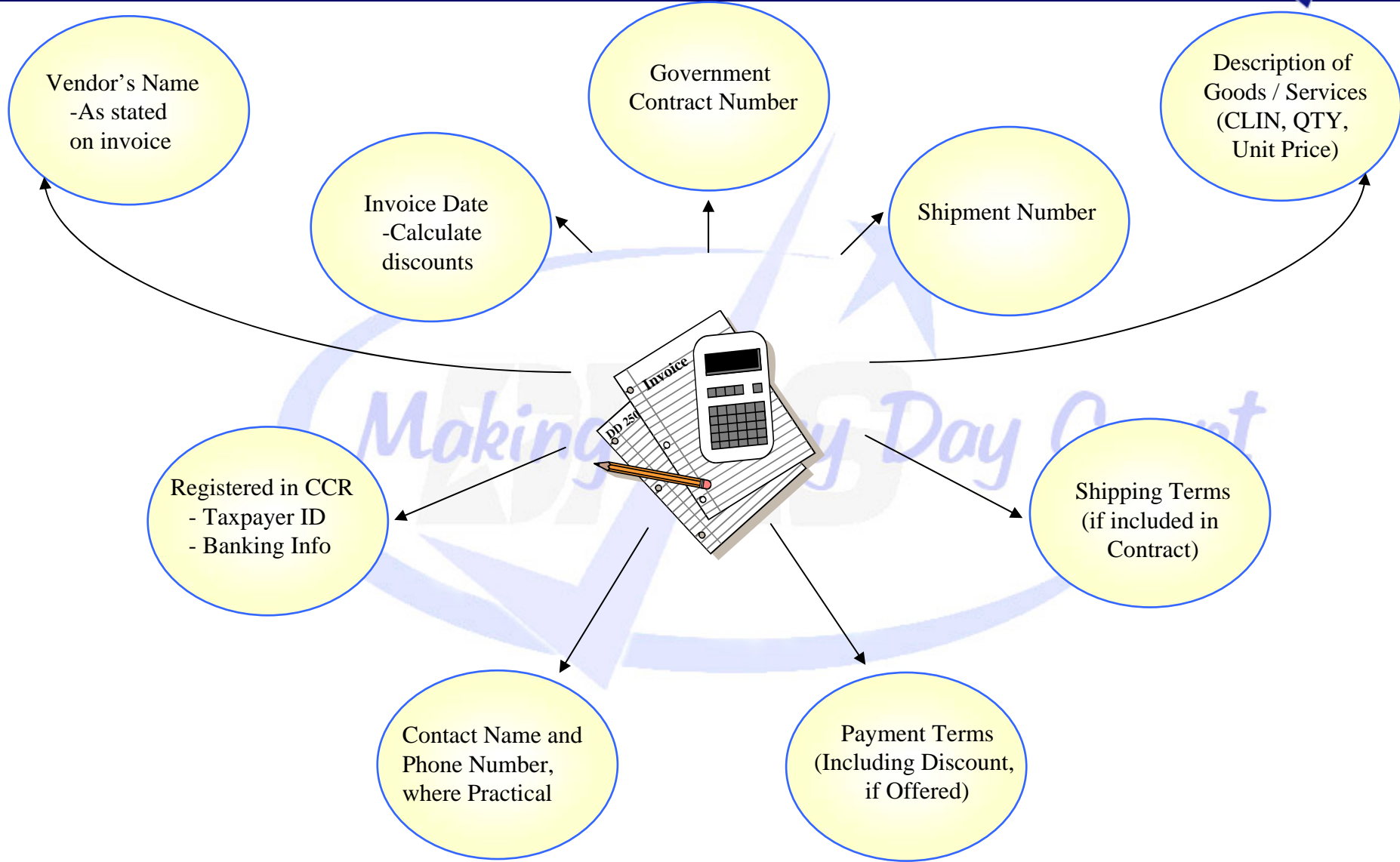




Current Payment Process



Requirements for a Proper Invoice



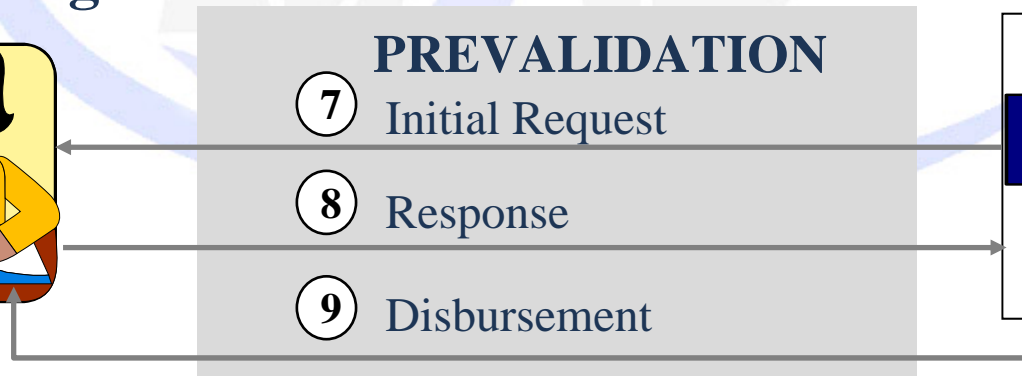
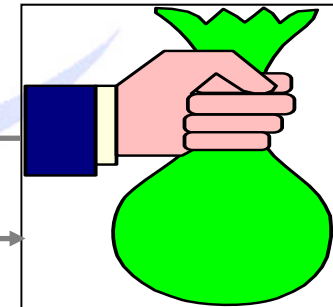
- **Thresholds**
 - ✓ Nov 1, 2006 reduced to \$5000
 - ✓ Anticipated drop to \$2500 in FY 07
 - ✓ FY05 and future contract disbursements \$0
 - ✓ Vendor Pay is currently at \$0
- **Five Calendar Day Standard**

Making Every Day Count

Accounting



Disbursing



Contract Reconciliation Division:

- ✓ To identify and correct errors and out of balance conditions related to obligations and disbursements
- ✓ For Contract Management
 - Workload divided by geographic region and org code
 - East and West
- ✓ Services billed by the hour
- ✓ Priorities
 - Unpayable Invoices
 - WYNNE list
 - Canceling Funds
 - Findings from outside audit agencies (GAO, DoDIG, DCAA)
 - Reduction Modifications (resulting in negative ULO's)
 - Audits (close out, problem disbursements, NULO's, WIP issues)

- Input Errors
- Payment Errors
- Canceling Funds
- Contract and Modification Errors
- Contract Closeout
- Contractor Billing Errors
- Contract Administration Actions
 - ✓ Price / quantity changes, financing methods, etc.

Making Every Day Count

- Monitor contracts to ensure obligations/disbursements are correct. Early detection and correction of problems
- Clear, concise payment and billing instructions
 - ✓ 1 CLIN : 1 ACRN relationship
- Canceling Funds Requests
 - ✓ Ensure funds are truly at risk
- Submit 1797 with all requests
 - ✓ Give specific reason for reconciliation
 - ✓ Provide obligation audit

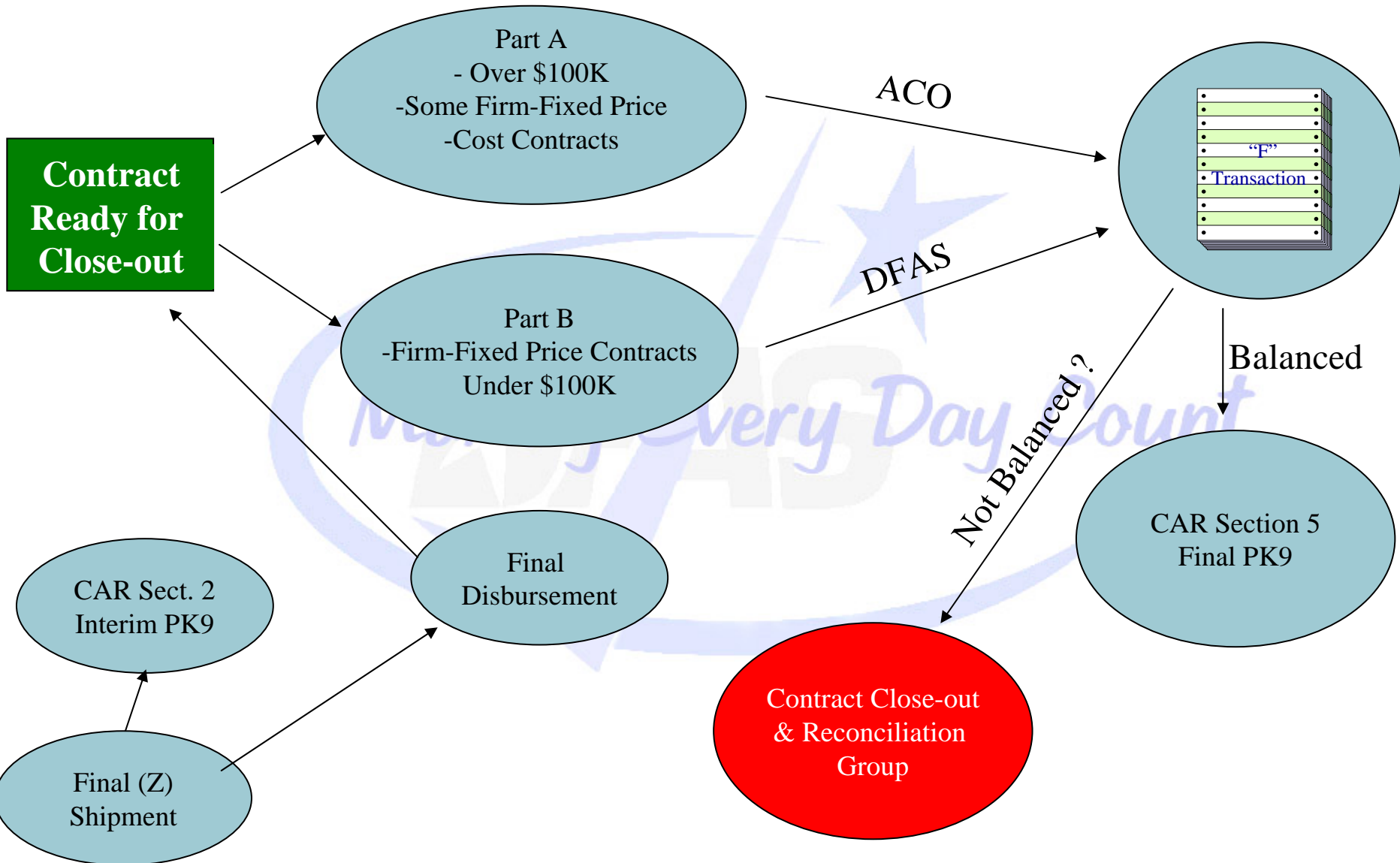
Making Every Day Count

Reconciliation Directorate Points of Contact



| <u>POC</u> | | <u>Phone (614-693-)</u> | <u>FAX</u> |
|------------------------------|---|--|------------|
| Reconciliation Director | John McGee | 8549 | 2450 |
| MOCAS Accounts Receivable | Vic Rivard | 5576 | 2448 |
| Central 1797 email address: | <u>cco-reconciliation-maillog@dfas.mil</u> | | |
| Mail log fax #: 614-693-2596 | Contract Input fax #: | X2433 - South X2427 - North X2440 - West | |

Contract Closeout



Contract Progression in MOCAS



- Reflects the Contract's Progress or stage of performance in MOCAS
- Section 1 Active
- Section 2 Physically completed
- Section 3 Dormant (Bankruptcy, termination or litigation)
- Section 4 DFAS-CO Financial Reconciliation and adjustments
- Section 5 Closed during the current month
- Section 8 Closed in the prior month (CLR & CLIN data drop from MOCAS)
- Section 9 Closed two or more months prior.

- An average of 7,600 Invoices Returned Monthly in FY 07
- Represents Rework for Us and You
 - ✓ Resubmission of Invoices
 - ✓ Reprocessing of Invoices
- Causes Delays in Payment
 - ✓ Slows Cash Flow

Making Every Day Count

Top 5 Reasons for Returned / Recycled Invoices

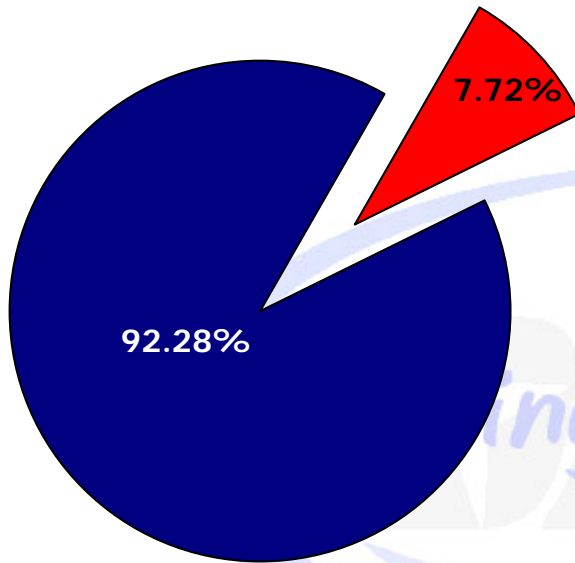


- **Input Error (E-16)**
 - ✓ Internal Training
- **Non-Distribution to Terminal (E-12)**
 - ✓ The contractor must ensure proper distribution of the DD250 is made to the CAO terminal prior to resubmitting the invoice for payment.
- **Invoice Not Billed IAW Contract (E-11)**
 - ✓ Item Information/ACRN Missing/Incorrect
 - The contractor should review contractual terms and submit a corrected invoice for payment.
- **Recycled: Invoice not returned to the contractor (E-18)**
 - ✓ DFAS has removed the invoice from the MOCAS system. The invoice will be re-input, having corrected the problem unique to the invoice.
- **Shipment Number Missing/Incorrect (E-06)**
 - ✓ The contractor must annotate the invoice with a correct shipment number. The invoice may then be resubmitted for payment.

| <u>Code</u> | <u>Description</u> |
|-------------|---|
| E-01 | DFAS Not the Paying 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 TO/ACO/PCO |
| 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 |

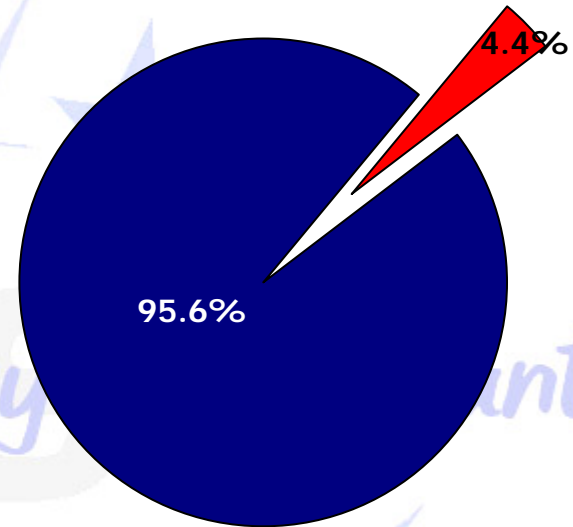


Returned Invoices



| | June |
|------------------------------|--------|
| Invoices Returned / Recycled | 7,321 |
| Invoices Processed | 87,463 |
| Invoices Paid | 94,784 |
| % Returned / Recycled | 7.72% |

Lost Discounts



| | June |
|-------------------|-------|
| Discounts Offered | 2,137 |
| Unavailable | 216 |
| Refused | 654 |
| Taken | 1,174 |
| Lost | 93 |
| % Lost | 4.4% |



- Aug 29th dated 30th
- Sep 27th dated 28th
- Oct 29th dated 30th
- Nov 28th dated 29th
- Dec 27th dated 28th

Making Every Day Count

* Please be advised that dates are subject to change and month-end transfers still need to be factored into this schedule.

- Resolve Contract Term Questions Early
 - ✓ Don't be afraid to speak up!
- Submit Data Electronically
- Provide all Pertinent Information
 - ✓ Contract
 - ✓ Invoice
 - ✓ Receiving Report
- Bill in Accordance with the Contract

Making Every Day Count

- www.dfas.mil
 - ✓ Contractor Payment Information Booklet
 - ✓ My Invoice Information
 - ✓ Workload Statistics
 - ✓ Commercial Pay Corner Newsletter
 - ✓ E-Commerce Initiatives
- **Customer Information Guide (CIG)**
 - ✓ Available on the web at:
 - <http://www.dod.mil/dfas/contractorpay/customerservice/cig.html>
 - ✓ 1.800.756.4571, Option #6

Making Every Day Count



Electronic Commerce & Wide Area Workflow Overview

Making Every Day Count

Presented by:

Alan Ream

eSolutions Office

Defense Finance and Accounting Service

- DFAS EC Tools Overview
- What is WAWF
 - ✓ Definition
 - ✓ FAR Clause
 - ✓ User Benefits
 - ✓ User Roles
- How WAWF Works
 - ✓ Document Routing
 - ✓ Email Notification
 - ✓ High Level Process
 - ✓ Document Flow (Combo & 2-in-1)
 - ✓ UID & RFID
- Tools and References



DFAS EC Tools Overview



1



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



2



Contracts/mods, vouchers are posted to **EDA**



3

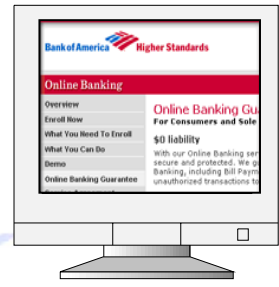


Vendor enters invoice and shipment data into **WAWF**, or transmits invoices via **WINS** or **EDI**.

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



5



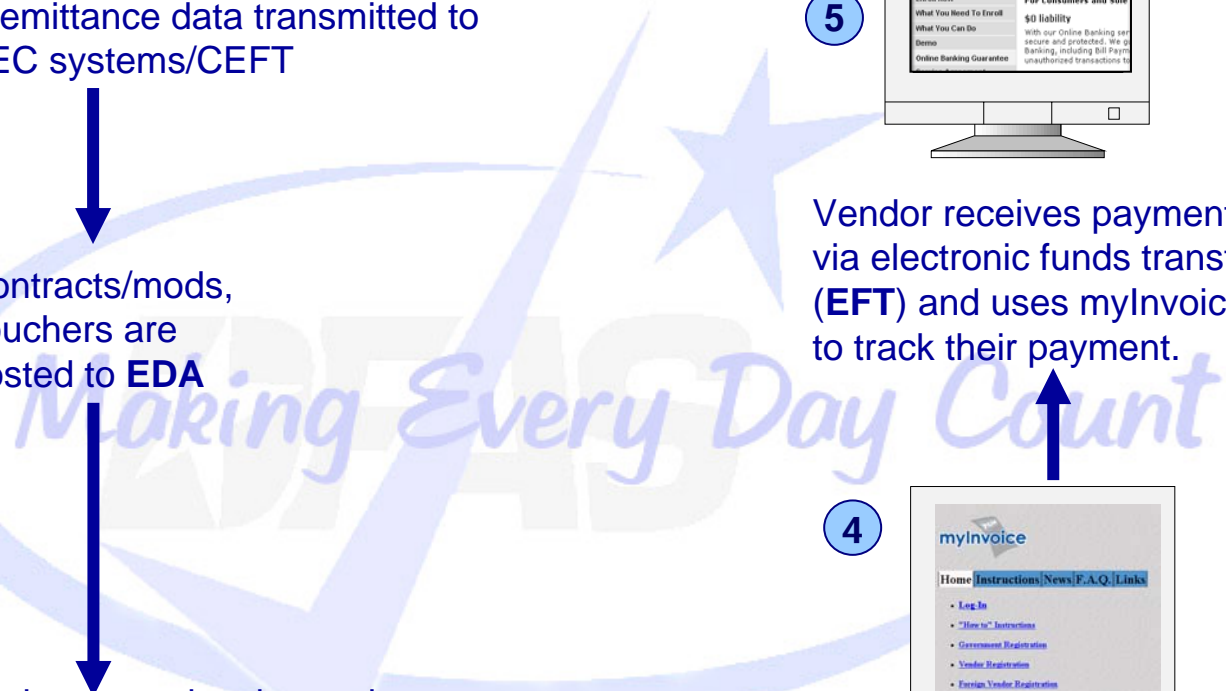
Vendor receives payment via electronic funds transfer (**EFT**) and uses myInvoice to track their payment.

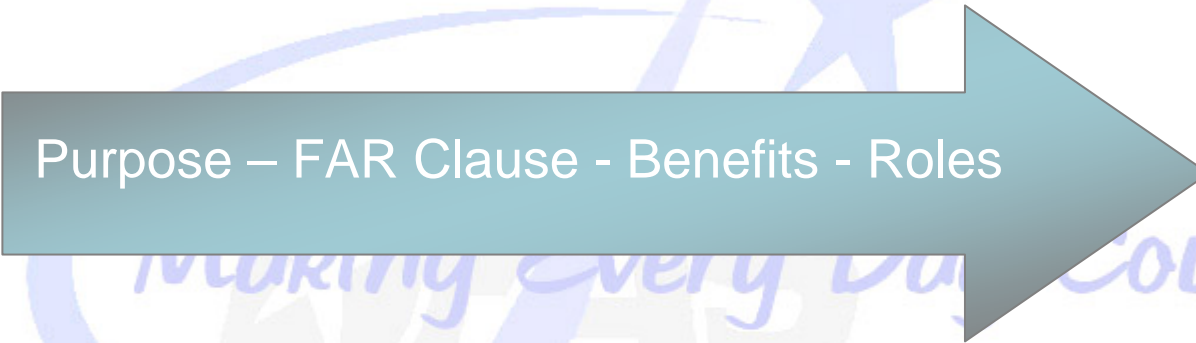


4



Vendor monitors invoice status and views AOP in **MyInvoice**.





Purpose – FAR Clause - Benefits - Roles

Making Every Day Count

- WAWF stands for **Wide Area Workflow**
- Department of Defense initiated WAWF to eliminate paper transactions from the acquisition process
- 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.



...and Enables Users to Access and to Process Documents Electronically



- Users can be:
 - ✓ Vendors
 - ✓ Government Officials
- Documents include:
 - ✓ Contracts
 - ✓ Invoices
 - ✓ Receiving Reports
- Documents are used to generate payments for goods and services



Why WAWF for Electronic Invoicing?



- Contractors must submit invoices electronically.
- It's the Law
 - ✓ Mandated by Public Law: Section 1008 of National Defense Authorization Act of FY 2001
- It's being enforced!
 - ✓ DFAS updated to include requirement for electronic invoicing, effective for contracts issued after Feb 28, 2003.
- DFARS Clause 252.232-7003 (DFARS 232.7004)
 - ✓ Requires electronic invoicing.
 - ✓ Requires electronic supporting documentation.
 - ✓ One of the three acceptable electronic forms for transmission of invoices (WInS, WAWF and EDI).

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



1. Purchases paid for with a government credit card
2. Awards made to foreign vendors for work performed outside of the United States
3. Classified contracts
4. Contracts awarded by deployed contracting officers
5. Purchases to support unusual or compelling needs in FAR 6.302-2
6. Undue burden by either the vendor or DoD, (See specifics under the DFAR clause)

The WAWF Benefits



- Ability to submit documents electronically in compliance with public law
- Global Accessibility
- Eliminates Lost or Misplaced Documents
- Accuracy of Documents
- Secure & Auditable Transactions
- Enables DoD to take Maximum Benefit of Discounts
- Enables Timely & Accurate Payments
- Decreases Interest Penalties
- Enables Capture of Unique Identifier (UID) and Radio Frequency Identifier (RFID) Data
- Track movement of Government Furnished Property (GFP)/Government Furnished Equipment (GFE)



Who is Using WAWF?



Specific DoD Components and other government offices using DoD WAWF include:

- DoD Vendors
- 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

Making Every Day Count



- **MOCAS** (Mechanization of Contract Administration Services); used by the Defense Contract Management Agency
- **One Pay**; used by the Navy
- **EBS** (Enterprise Business System) formerly called BSM
- **CAPS** (Computerized Accounts Payable System); used by the Army
- **IAPS-E** (Integrated Accounts Payable System - Electronic); used by the Air Force.

Making Every Day Count

- **Vendor**
 - ✓ Contractor or Supplier
- **Inspector & Acceptor**
 - ✓ Requiring Activity, Contracting Officer Representative (COR), Quality Assurance Reviewer (QAR)
- **Local Processing Office (LPO)**
 - ✓ role used in situations where documents must be certified by a local office before forwarding to DFAS
- **Cost Voucher Reviewer/Approver**
 - ✓ DCAA
- **Pay Official**
 - ✓ DFAS Paying Office
- **Group Administration (GAM)**
 - ✓ role is used by an individual selected at the organization/location level, that is charged with the responsibility of maintaining the users of his/her assigned organizations. (Gate Keeper)
- **View Only**
 - ✓ roles are used by supervisors and administrators

Making Every Day Count

WAWF Can Be Used to Create & Process a Number of Documents Electronically...



- Stand Alone Invoice - *FAR 32.905*
- Fast Pay Invoice - *FAR 52.213-1*
- Invoice 2-IN-1 - *FAR 32.905*
- Commercial Item Financing - *FAR 32.202-1(b); FAR 52.232-29 & -30*
- Performance Based Payment - *FAR 32.1003; FAR 52.232-32*
- Progress Payment - *FAR 32.5; FAR 52.232-16*
- Stand Alone Receiving Report - *DFAR Appendix F, DFAS 52.246-7000*
- Invoice and Receiving Report (Combo) - *FAR 32.905; DFAR Appendix F*
- Cost Voucher – *FAR 52.216-7, -13, & -14; FAR 52.323-7*
- Miscellaneous Payment





Document Routing – Email Notification – Document Flow

Documents are Routed Through WAWF According to DoDAACs Entered by Vendor



| SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30 | | | | 1. REQUISITION NUMBER | PAGE 1 OF |
|--|--------------------------|--|--|----------------------------|-----------|
| CONTRACT NO. N0024404F5010 | 3. AWARD/EFFECTIVE DATE | 4. ORDER NUMBER | 5. SOLICITATION NUMBER | 6. SOLICITATION ISSUE DATE | |
| 7. FOR SOLICITATION INFORMATION CALL: | 4. NAME | 5. TELEPHONE NUMBER (No collect calls) | 8. OFFER DUE DATE/ LOCAL TIME | | |
| 9. ISSUED BY FLEET AND INDUSTRIAL SUPPLY CENTER 937 N HARBOR DRIVE San Diego, CA 92132-0008 | CODE N00244 | 10. THE ACQUISITION IS <input type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE: % FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> (DIA) NAICS: SIZE STANDARD: | 11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE 13a. THIS CONTRACT IS A RATED ORDER UNDER DFAS (15 CFR 700) 13b. RATING | 12. DISCOUNT TERMS | |
| 15. DELIVER TO NADEP North Island San Diego, CA 92135-7000 | CODE N68888 | 16. ADMINISTERED BY SEE BLOCK 9 | 14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP | | |
| 17a. CONTRACTING OFFEROR CACI CHANTILLI VA 22204-1234 TELEPHONE NO. | CODE 1M3W0 FACILITY CODE | 18a. PAYMENT WILL BE MADE BY DFAS SAN DI | CODE N68688 | | |

Create New Document

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

Contract Number Delivery Order CAGE Code / Ext. Pay DoDAAC

Issue Date IssueBy DoDAAC Admin DoDAAC * InspectBy DoDAAC / Ext. Mark For Code / Ext.

Ship To Code * / Ext. Ship From Code / Ext. LPO DoDAAC * / Ext.

Document Selected:
Invoice and Receiving Report (Combo) Destination Inspection / Destination Acceptance

Continue Return Reset Page Help

Sample Email Notification



From: cscassig@csd.disa.mil
To: [REDACTED]
Cc:
Subject: GS23F0185K\HQ042305F0020\OBMBO\ |CI2N1\0028\59217\HQ0359\ |Submitted

Action DoDAAC\Ext: HQ0359

Document Type: Invoice 2-in-1 (Services Only)

Status: Submitted

Acceptance Date:

Processed Date: 2007/02/20

Contract Number: GS23F0185K

Delivery Order Number: HQ042305F0020

Contract Issue Date: 2004/10/21

Vendor CAGE\Ext: OBMBO

Shipment Number: 0028

Shipment Date: 2007/02/02

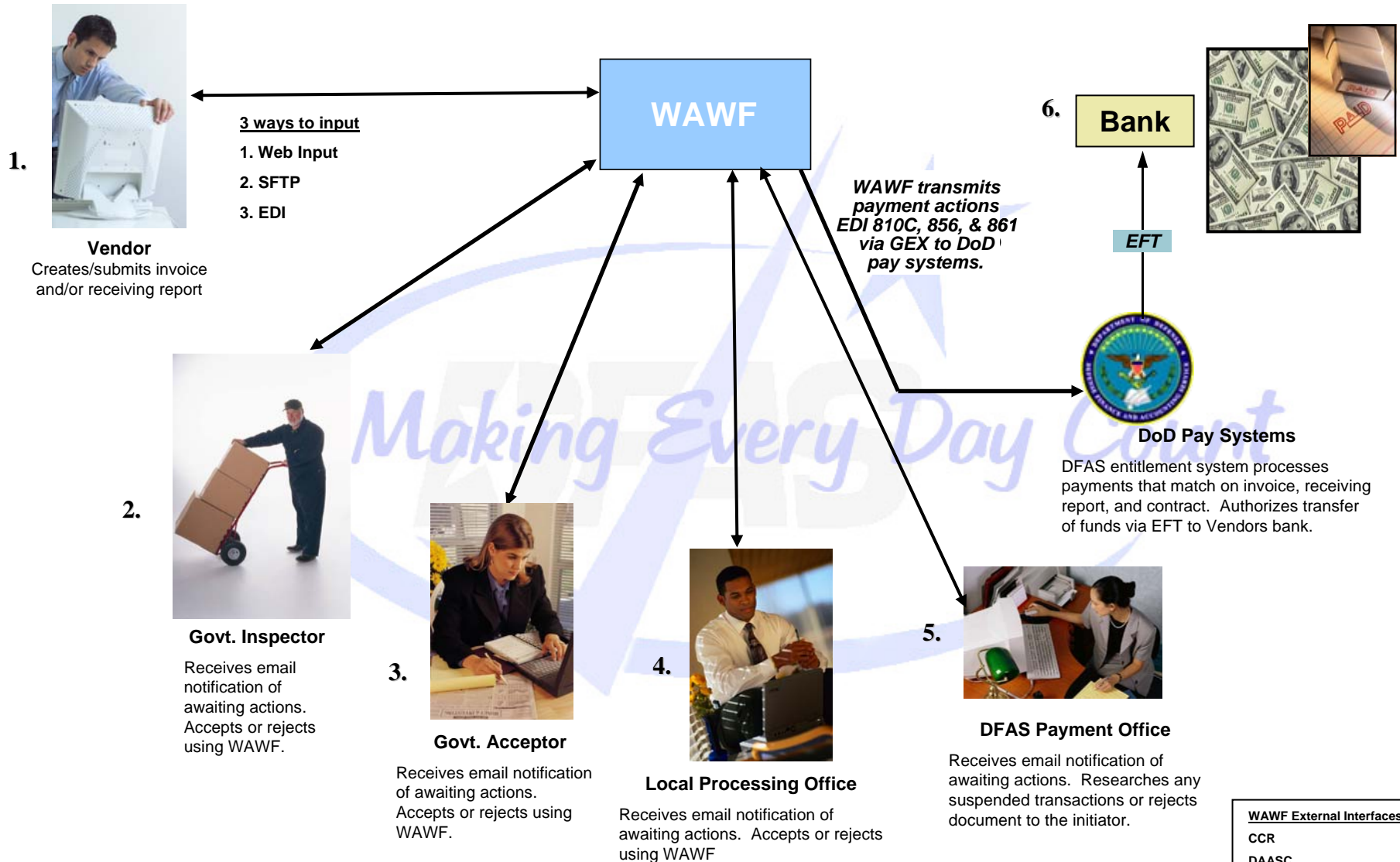
Invoice Number: 59217

Invoice Date: 2007/02/02

Has been Submitted by [REDACTED] on 2007/02/20. Status is Submitted.

THIS IS A SYSTEM GENERATED EMAIL MESSAGE, PLEASE DO NOT RESPOND TO THIS EMAIL.

How Does It Work? - WAWF Receipt & Acceptance Process



Invoice 2-in-1 Workflow



Contractor



**Inspector
(Optional)**

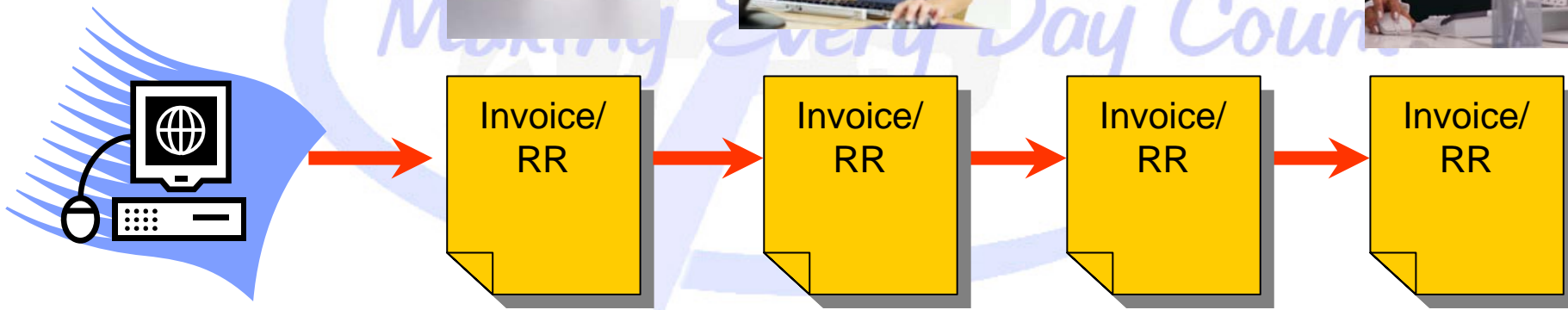
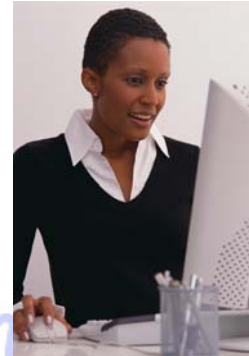


Acceptor



**LPO
Local
Processing
Official
(Optional)**

Pay Office



Invoice and Receiving Report Travel as One Document



[Click for Demo](#)

Create 2-in-1

Combo (Invoice/RR) Workflow



Vendor



Inspector
(Optional)

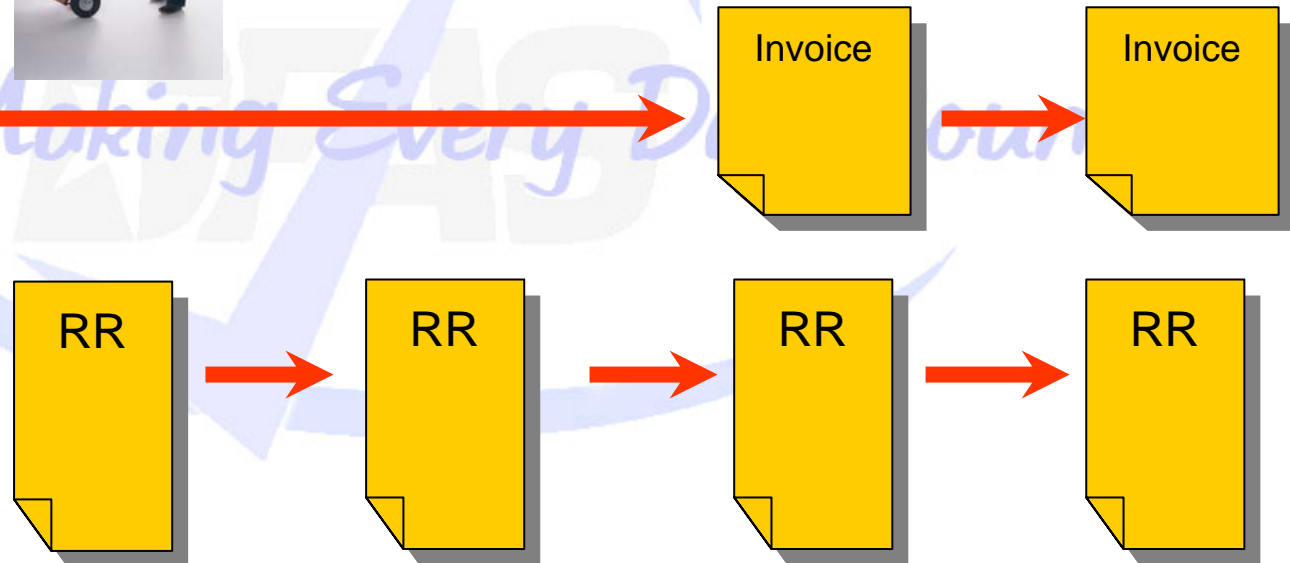
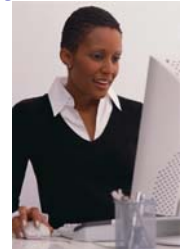


Acceptor



LPO
Local
Processing
Official
(Optional)

Pay Office




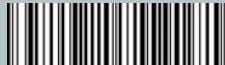


Invoice and Receiving Report Travel as 2 Separate Documents





Mil-Std-130 UID Construct 2 Label

UID is the combination of:

| | | |
|----------------------|--------|---|
| Enterprise ID | 370521 |  |
| Serial Number | 786950 |  |
| Original Part Number | 1234 |  |
| Current Part Number | 5678 |  |

- Unique Identification (UID) is a system of distinguishing one object from another, allowing DoD to track identical objects separately.
- WAWF is the single entry point for UID/RFID information on DoD procurement actions
- To date UID and RFID are not fully deployed throughout the DoD, projected to be completed by the end of 2007
- For additional information go to the DFAS EC End User's Tool Box and click on the *Unique Identification (UID)* web site link



- 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
- WAWF is the current acceptable method for advanced shipment notice (ASN) submission.
- 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 elements) added to the transaction.
- For additional information go to the DFAS EC End User's Tool Box and click on the *Radio Frequency Identification (RFID)* link

Where Do I Go from Here?



Tools & References





Wide Area Workflow

[Home](#)

[Customer Support](#)

[About WAWF](#)

- [Functional Information](#)
- [Using WAWF With MSIE 7 Browser](#)
- [Setting Up Your Machine - Desktop](#)
- [Setting Up Your Machine - Wireless](#)
- [Access Web Based Training \(External Link\)](#)
- [FAQ \(External Link\)](#)
- [Deployment Checklist](#)

[What's New](#)

[Security & Privacy](#)

[Active DoDAACs & Roles](#)

[Active CAGEs & Roles](#)

Wide Area Workflow

System Messages:

(13 Feb 07) If you are experiencing difficulties displaying documents using admin by view only roles, a cage code and the 30 day create day date range, perform the following actions. Clear all cookies, delete temporary internet files and clear your history from your browser. Close the browser and reopen another instance and attempt a search again.

(12 Feb 07) If you are experiencing difficulties pulling up a document after typing the contract number in the search criteria screen in lower case, perform the following actions. Clear all cookies, delete temporary internet files and clear your history from your browser. Close the browser and reopen another instance and attempt a search again. For further guidance, go to [How and why to clear your cache](#).

(11 Feb 07) Internet Explorer 7.0 (IE7.0) running on Windows Vista operating system is not supported for use with Wide Area Workflow. Windows Vista is under test and evaluation for compatibility with the application; please do not use it with WAWF until further notice. For guidance on how to set up IE7.0 running on Windows XP SP2, please go to [setup instructions for IE7.0](#).

If you are experiencing slow response times or system "hangs" and are using Internet Explorer 8.0 SP1, a patch (Q818506) may help to decrease your response time. To download the patch, go to the web site below and follow the instructions.

<http://www.microsoft.com/downloads/details.aspx?FamilyID=6ad4034b-22df-4100-b211-5cf7e0eac5e1&displaylang=en>

Attention:

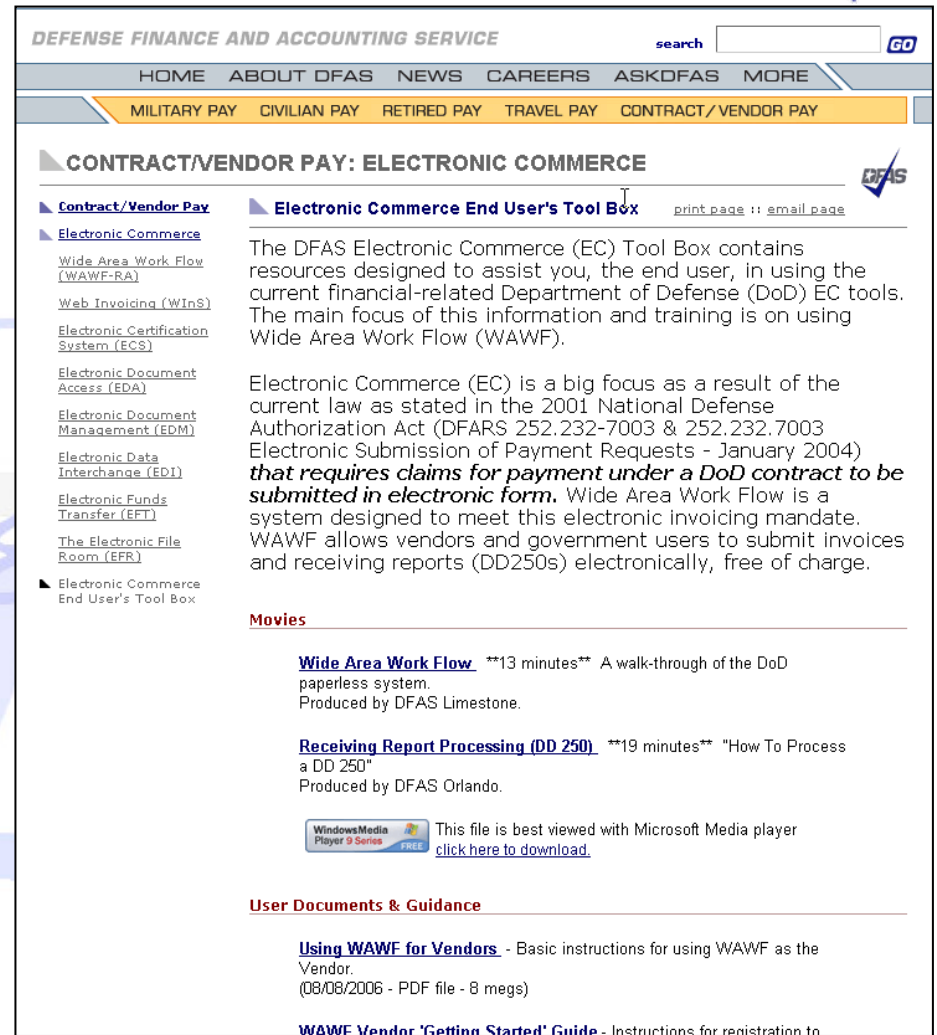
Attention all DoD contractors - When shipping material to a DLA Distribution Depot, Shipment Number data must be annotated on the Shipping Documentation that accompanies your shipments. Failure to provide Shipment Number data on the Shipment Documentation could cause a delay in payment. For Shipping Documentation details see BSM website: <http://www.dla.mil>.

Please check out the new enhanced Web Based Training (WBT) course covering all the new features of WAWF 3.0.11 and more. The WBT is now available for your use at <http://www.wawftraining.com>.

This system is unavailable during the following times to conduct Database system maintenance:
Oracle Cold Backup – SUN 0100 MT/0300 ET - 0400 MT/0600 ET

[Logon to WAWF \(Registered user only\)](#)
[Self-Register to use WAWF \(New users\)*](#)
[Help with registration for access to WAWF](#)

- Located on the DFAS public web-site
- Contents include:
 - ✓ WAWF Vendor “Getting Started” Guide
 - ✓ Interactive system demonstrations
 - ✓ Step-by-step user guides
 - ✓ Links to additional learning tools



The screenshot shows the DFAS website interface. At the top, it says "DEFENSE FINANCE AND ACCOUNTING SERVICE" with a search bar and a "GO" button. Below that are navigation links: "HOME ABOUT DFAS NEWS CAREERS ASKDFAS MORE". A secondary navigation bar includes "MILITARY PAY CIVILIAN PAY RETIRED PAY TRAVEL PAY CONTRACT/VENDOR PAY". The main heading is "CONTRACT/VENDOR PAY: ELECTRONIC COMMERCE". Underneath, there are two columns. The left column lists various tools and guides: "Contract/ Vendor Pay", "Electronic Commerce", "Wide Area Work Flow (WAWF-RA)", "Web Invoicing (WInS)", "Electronic Certification System (ECS)", "Electronic Document Access (EDA)", "Electronic Document Management (EDM)", "Electronic Data Interchange (EDI)", "Electronic Funds Transfer (EFT)", "The Electronic File Room (EFR)", and "Electronic Commerce End User's Tool Box". The right column features the "Electronic Commerce End User's Tool Box" section, which includes a paragraph about the tool box's purpose, a section for "Movies" with links to "Wide Area Work Flow" and "Receiving Report Processing (DD 250)", and a "User Documents & Guidance" section with links to "Using WAWF for Vendors" and "WAWF Vendor 'Getting Started' Guide".

<http://www.dfas.mil/contractorpay/electroniccommerce/ECToolBox.html>



- **WAWF Web-Based Training Site** - Go here to learn how to use WAWF via self paced, online training. This training is an excellent place to begin learning about WAWF.
<http://www.wawftraining.com>
- **WAWF Vendor Classroom Training** - Go here to register for upcoming WAWF classroom training provided by DFAS. <http://www.dfas.mil/contractorpay/electroniccommerce.html>
- **WAWF Training Practice Web Site** - Go here to practice using the WAWF application. <https://wawftraining.eb.mil>

For More Information...



- WAWF production web-site <https://wawf.eb.mil>
- **WAWF Customer Support**
DISA WESTHEM – Area Command Ogden
Customer Service Center
CONUS ONLY: 1-866-618-5988
COMMERCIAL: 801-605-7095
DSN: 388-7095
FAX COMMERCIAL: 801-605-7453
FAX DSN: 388-7453
CSCASSIG@CSD.DISA.MIL
- DFAS eCommerce web site <http://www.dfas.mil/contractorpay/electroniccommerce.html>
- DFAS Customer Service: 1-800-756-4571
- myInvoice <https://myinvoice.csd.disa.mil//index.html>
- EDA web site <http://eda.ogden.disa.mil/>
- DoD RFID Info <http://www.acq.osd.mil/log/rfid/index.htm>
- Unique Identification (UID) <http://www.acq.osd.mil/dpap/UID/>
- Federal Acquisition Regulation Web Site <http://farsite.hill.af.mil>

Thank You!

Making Every Day Count