



Electronic Commerce & Wide Area Workflow Overview

Presented by:
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**

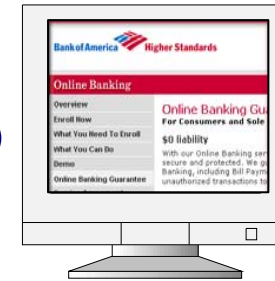
3



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**.







- 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





- **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.



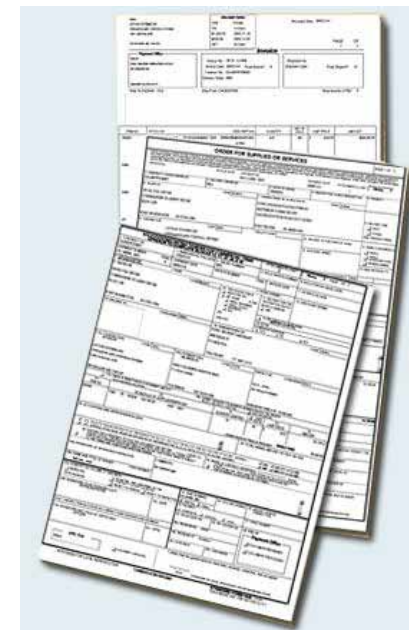
- **Vendor**
 - ✓ Contractor or Supplier
- **Inspector & Acceptor**
 - ✓ Requiring Activity, Contracting Officer Representative (COR), Quality Assurance Reviewer (QAR)
- **Local Processing Office (LPO)**
 - ✓ role used in situations where documents must be certified by a local office before forwarding 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



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



How does WAWF work?



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:	8. NAME	9. TELEPHONE NUMBER (No collect calls)	10. OFFER DUE DATE/ LOCAL TIME		
9. ISSUED BY	CODE N00244	10. THE ACQUISITION IS <input type="checkbox"/> RESTRICTED <input type="checkbox"/> SET ASIDE: % FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> 8(a) NAICS: SIZE STANDARD:	11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE 11a. THIS CONTRACT IS A RATED ORDER UNDER DFAS (15 CFR 700) 11b. RATING	12. DISCOUNT TERMS	
FLEET AND INDUSTRIAL SUPPLY CENTER 937 N HARBOR DRIVE San Diego, CA 92132-0008	15. DELIVER TO NADEP North Island San Diego, CA 92135-7050	16. ADMINISTERED BY SEE BLOCK 9	14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP		
17a. SUPPLEMENTARY OFFEROR CODE 1M3W0 FACILITY	18a. PAYMENT WILL BE MADE BY CODE N68688	DFAS SAN DIEGO			
CACI CHANTILLI VA 22204-1234 TELEPHONE NO.					

Create New Document

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

Contract Number Delivery Order CAGE Code / Ext. Pay DoDAAC

N0024404F5010 1M3W0 N68688

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 Rset Page Help





- WAWF uses a unique e-mail system for notifying the various users within the workflow of actions to be taken and document status.
- Users have ability to send notifications to additional e-mail addresses following an action.
- E-mail addresses are saved for future use after submitted.

Initiator Email Distribution

Use the fields below to include additional email addresses.
Please add only one address per field.

[Submit](#) [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

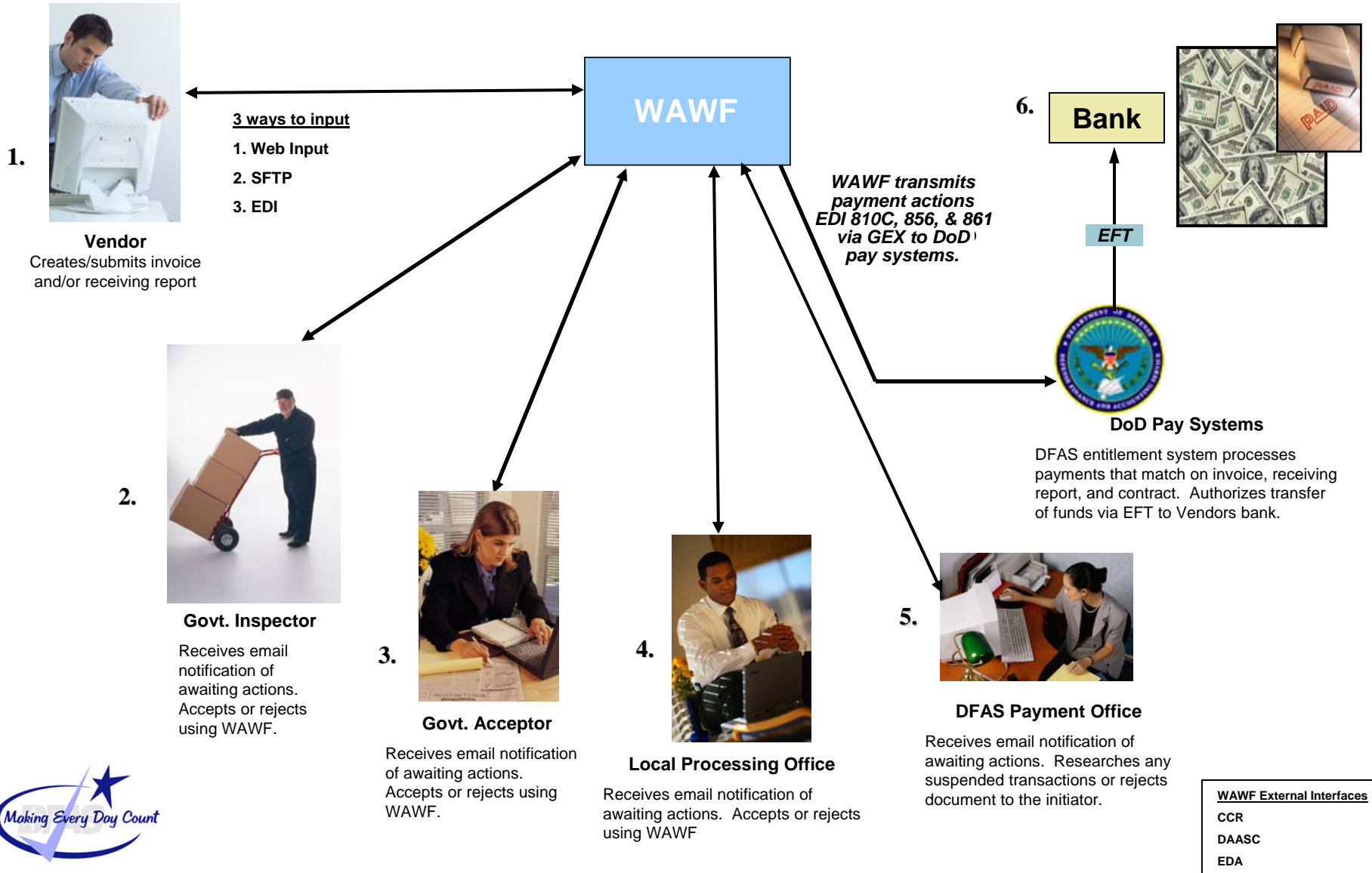
Has been Submitted by [REDACTED] on 2007/02/20. Status is Submitted.

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)**

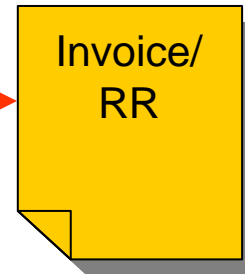
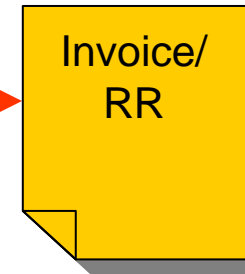
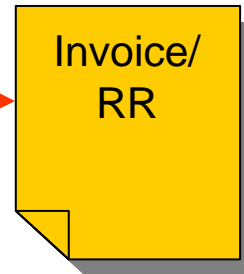
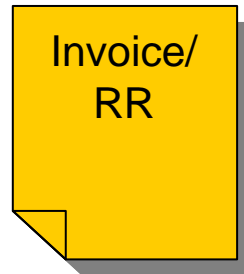
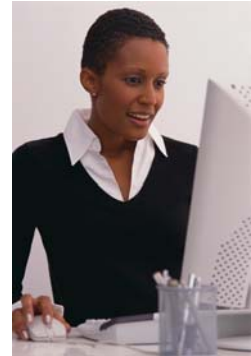


Acceptor



**LPO
Local
Processing
Official
(Optional)**

Pay Office



Invoice and Receiving Report Travel as One Document



Select [Create a 2-in-1](#) (from the EC End Users Tool Box) - This is a large file and will start playing automatically.

To access this tutorial on your own, go directly to:

<http://www.dfas.mil/contractorpay/electroniccommerce/ECToolBox/2n1Create.swf>



Combo (Invoice/RR) Workflow



Vendor



Inspector
(Optional)

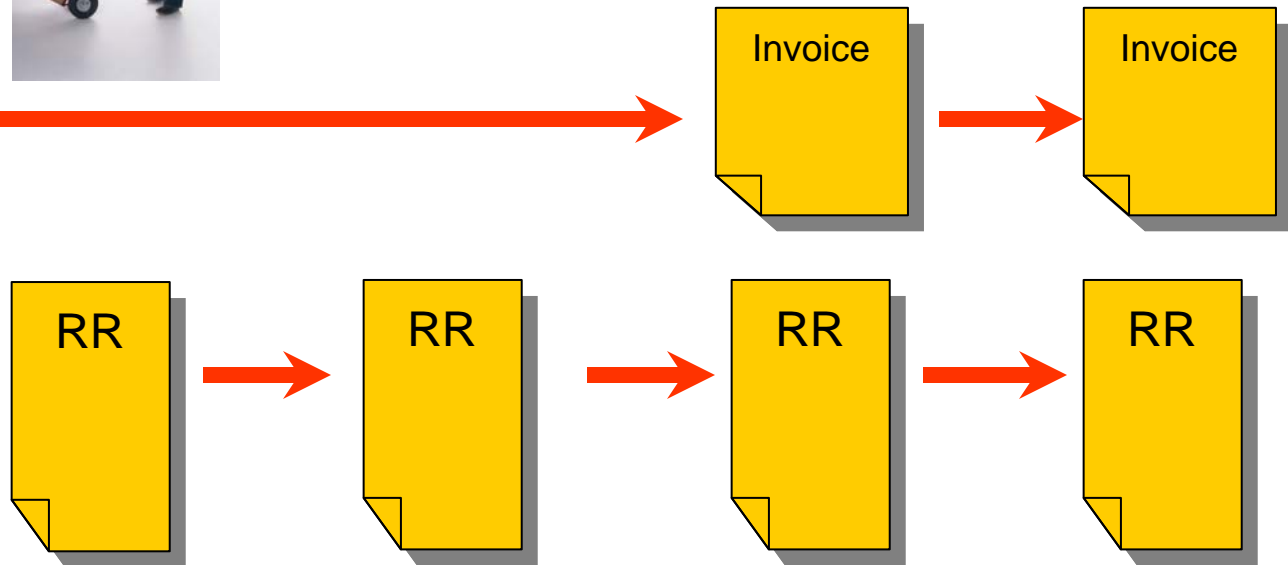
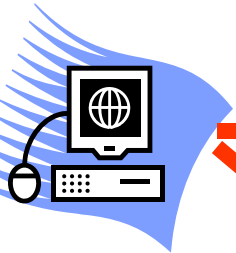
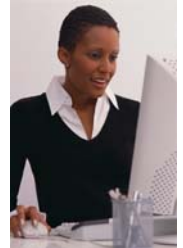


Acceptor



LPO
Local
Processing
Official
(Optional)

Pay Office



Invoice and Receiving Report Travel as 2 Separate Documents

Select [Create a Commercial Invoice & Receiving Report \(Combo\)](#) - This self-guided tutorial explains how to create a combo.

To access this tutorial on your own, go directly to:

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



Unique Identification (UID)



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

[Login 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, there is a search bar and navigation links for HOME, ABOUT DFAS, NEWS, CAREERS, ASKDFAS, and MORE. Below this, there are tabs for MILITARY PAY, CIVILIAN PAY, RETIRED PAY, TRAVEL PAY, and CONTRACT/VENDOR PAY. The main content area is titled "CONTRACT/VENDOR PAY: ELECTRONIC COMMERCE". Underneath, there is a sidebar with a list of links: 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 main content area features a section titled "Electronic Commerce End User's Tool Box" with a description: "The DFAS Electronic Commerce (EC) Tool Box contains resources designed to assist you, the end user, in using the current financial-related Department of Defense (DoD) EC tools. The main focus of this information and training is on using Wide Area Work Flow (WAWF).". Below this, there is a section titled "Movies" with two entries: "Wide Area Work Flow" (13 minutes) and "Receiving Report Processing (DD 250)" (19 minutes). There is also a section for "User Documents & Guidance" 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!

