Electronic Commerce & Wide Area Workflow Overview

Presented by:
eSolutions Office
Defense Finance and Accounting Service
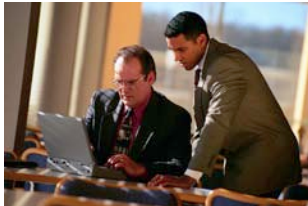
Topics

- **DFAS EC Tools Overview**

- **What is WAWF**
  - ✓ Definition
  - ✓ FAR Clause
  - ✓ User Benefits
  - ✓ User Roles

- **How WAWF Works**
  - ✓ Document Routing
  - ✓ Email Notification
  - ✓ Document Flow
  - ✓ (Combo & 2-in-1)

- **Tools and References**

DFAS EC Tools Overview

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

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

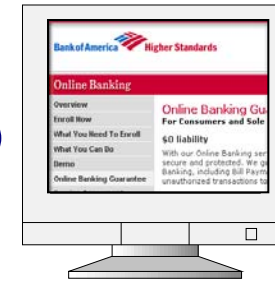**2** — Contracts/mods, vouchers are posted to **EDA**

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.

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

Making Every Day Count

WAWF Eliminates Paper from the Acquisition Process...

- WAWF stands for **W**ide **A**rea **W**ork**f**low

- Department of Defense initiated WAWF to eliminate paper transactions from the acquisition process

- An interactive web-based application that allows <u>Vendors</u> to electronically submit invoices and receiving reports, and the **<u>Government</u> to inspect, accept, receive and pay electronically.**

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…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.

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

WAWF Exceptions (DFARS 232.7002 Policy)

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)

Integrity - Service - Innovation

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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

DFAS Payment Systems that link directly to WAWF

- **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.

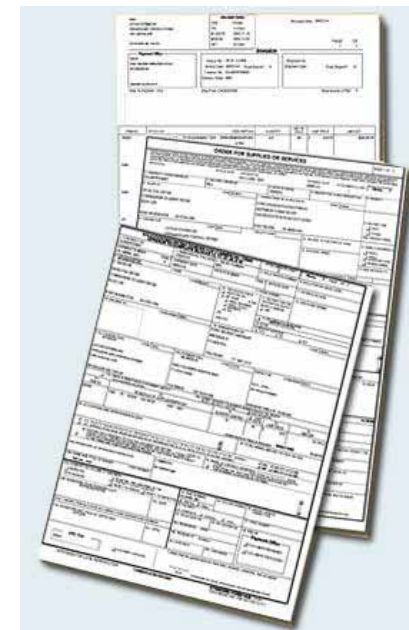# User Roles at a Glance

- **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

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS
OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30

CONTRACT NO.
N0024404F5010

9. ISSUED BY   CODE   N00244

FLEET AND INDUSTRIAL SUPPLY CENTER
937 N HARBOR DRIVE
San Diego, CA 92132-0008

15. DELIVER TO   CODE   N65888
NADEP North Island
San Diego, CA 92135-7050

17a. CONTRACTOR/OFFEROR   CODE   1M3W0   FACILITY CODE

CACI
CHANTILLI VA 22204-1234

18a. PAYMENT WILL BE MADE BY   CODE   N68688
DFAS
SAN DIEGO

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   Reset   Page Help

WAWF Allows Users to Send Multiple E-mail Notifications

- 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]

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Sample Email Notification

From: cscassig@csd.disa.mil

To:

Cc:

Subject: GS23F0185K\HQ042305F0020\0BMB0\ \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: 0BMB0

Shipment Number: 0028

Shipment Date: 2007/02/02

Invoice Number: 59217
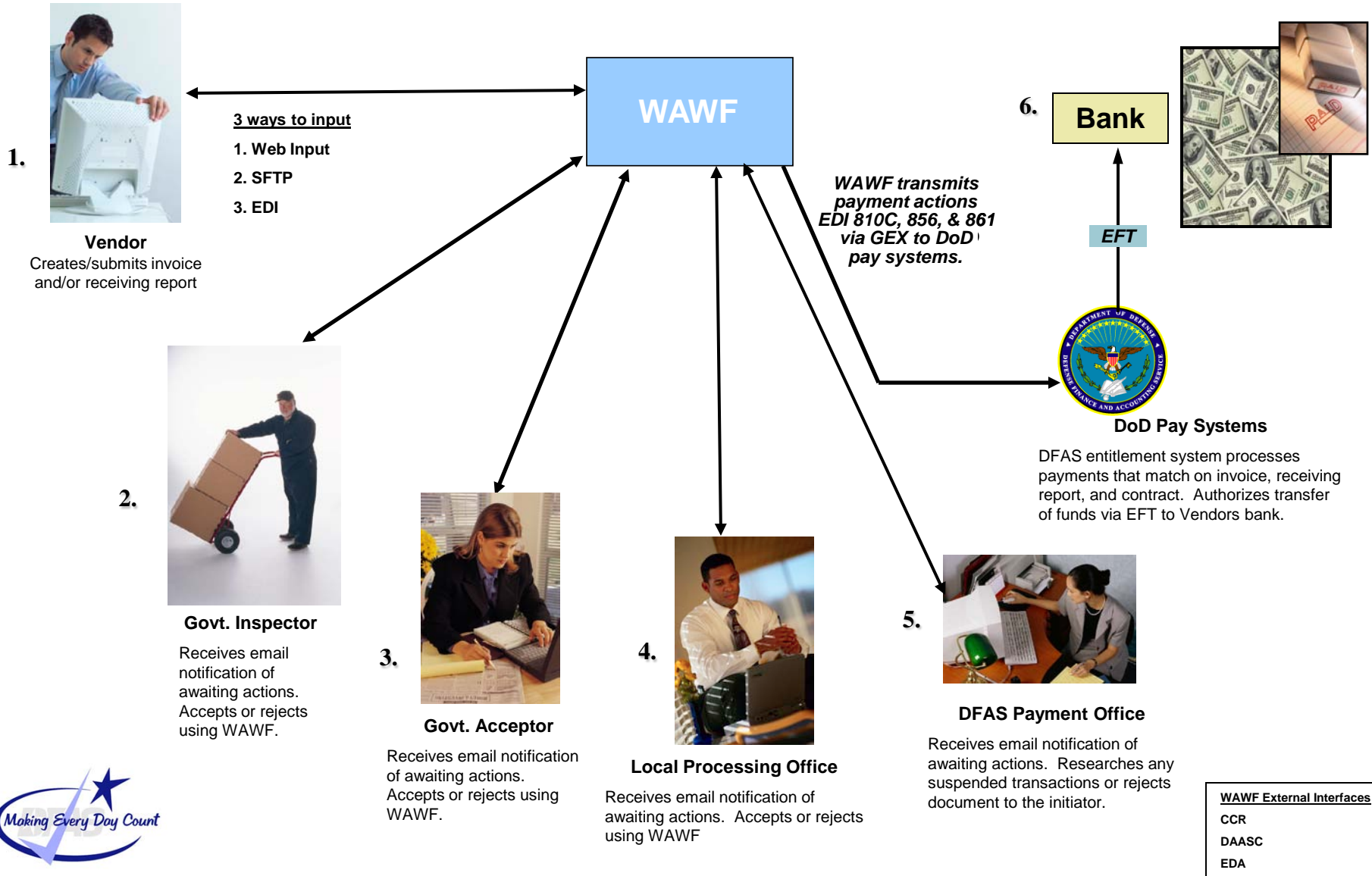
Invoice Date: 2007/02/02

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

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

Making Every Day Co

WAWF

3 ways to input
1. Web Input
2. SFTP
3. EDI

1.

Vendor
Creates/submits invoice
and/or receiving report

WAWF transmits payment actions EDI 810C, 856, & 861 via GEX to DoD pay systems.

6. **Bank**

EFT

DoD Pay Systems

DFAS entitlement system processes payments that match on invoice, receiving report, and contract. Authorizes transfer of funds via EFT to Vendors bank.

2.

Govt. Inspector
Receives email notification of awaiting actions. Accepts or rejects using WAWF.

3.

Govt. Acceptor
Receives email notification of awaiting actions. Accepts or rejects using WAWF.

4.

Local Processing Office
Receives email notification of awaiting actions. Accepts or rejects using WAWF

5.

DFAS Payment Office
Receives email notification of awaiting actions. Researches any suspended transactions or rejects document to the initiator.

WAWF External Interfaces
CCR
DAASC
EDA

Making Every Day Count

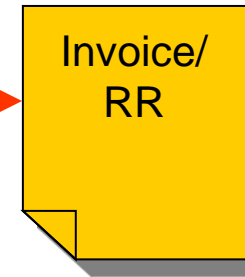# Invoice 2-in-1 Workflow

Contractor

Inspector (Optional)

Acceptor

LPO Local Processing Official (Optional)

Pay Office

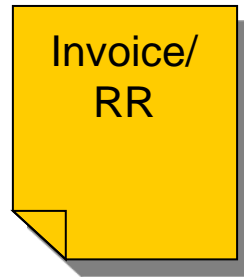Invoice/RR → Invoice/RR → Invoice/RR → Invoice/RR
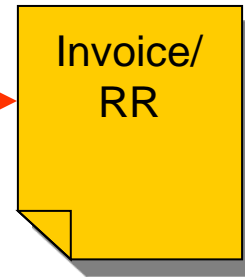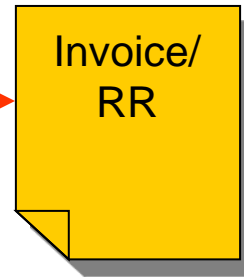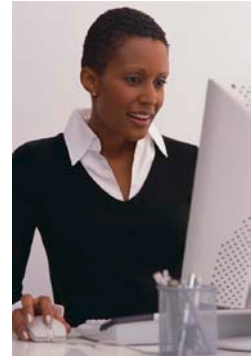
Invoice and Receiving Report Travel as One Document

Combo (Invoice/RR) Workflow

Vendor

Inspector (Optional)

Acceptor

LPO Local Processing Official (Optional)

Pay Office

Invoice	Invoice

RR	RR	RR	RR
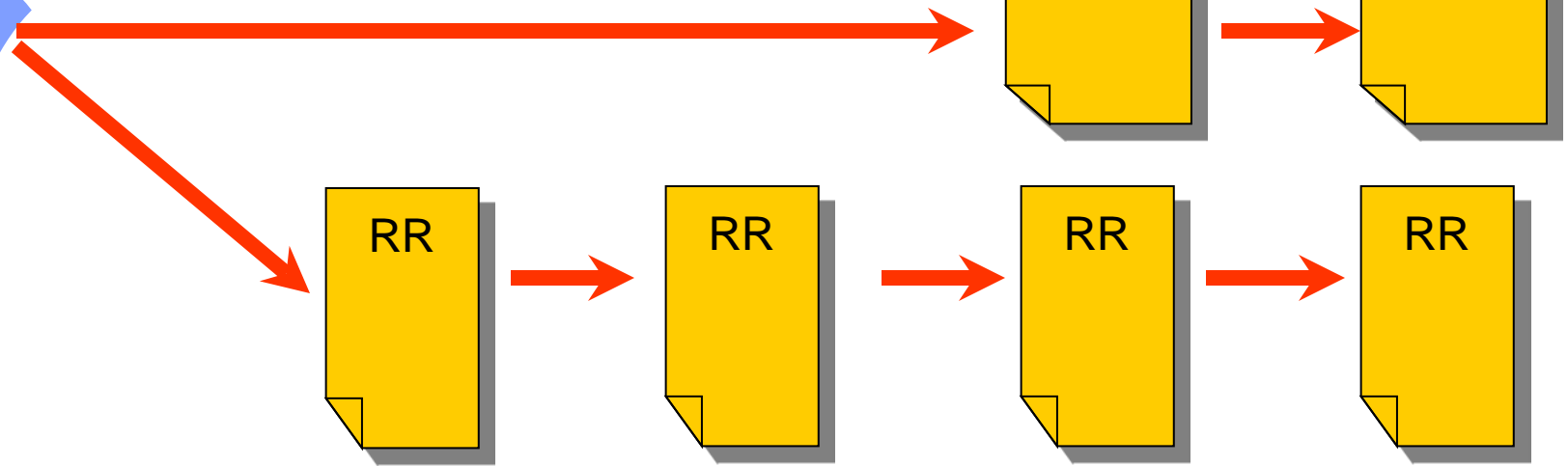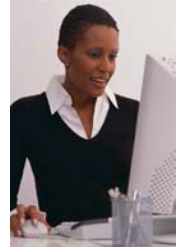
Invoice and Receiving Report Travel as 2 Separate Documents

WAWF Training Opportunities

- **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/wawftrain.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
- 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!