Electronic Commerce & Wide Area Workflow Overview

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Defense Finance and Accounting Service
May 2011

Topics

- ## DFAS EC Tools Overview

- ## What is WAWF
  - Definition
  - FAR Clause
  - User Benefits
  - User Roles

- ## How WAWF Works
  - Document Routing
  - Email Notification
  - WAWF Receipt & Acceptance Process vs. Document Flow

- ## 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 transmit invoices via **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 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>Contractors/Vendors</u> to electronically submit invoices and receiving reports, and the <u>**Government**</u> **to inspect, accept, receive and pay electronically.**

…and Enables Users to Access and to Process Documents Electronically

- Users can be:
  - Contractors/Vendors
  - Government Officials

- Documents include:
  - Contracts/Modifications
  - Financing Documents
  - Invoices
  - Receiving Reports
  - Vouchers

- Documents are used to generate payments for goods and services

Why WAWF for Electronic Invoicing?

- Invoices <u>must be</u> submitted electronically.

- It's the Law
    - ➢ Mandated by Public Law: Section 1008 of National Defense Authorization Act of FY 2001

- It's being enforced!
    - ➢ DFAS mandates 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

Notable Exceptions identified in DFARS 232.7002

(1) Purchases paid for with a Government-wide commercial purchase card;

(2) Classified contracts or purchases when electronic submission and processing of payment requests could compromise the safeguarding of classified information or national security;

(3) Contracts awarded by deployed contracting officers in the course of military operations, including, but not limited to, contingency operations as defined in 10 U.S.C. 101(a)(13) or humanitarian or peacekeeping operations as defined in 10 U.S.C. 2302(8), or contracts awarded by contracting officers in the conduct of emergency operations, such as responses to natural disasters or national or civil emergencies;

(4) Purchases to support unusual or compelling needs of the type described in FAR 6.302-2;

(5) Cases in which the contracting officer administering the contract for payment has determined, in writing, that electronic submission would be unduly burdensome to the contractor.

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)
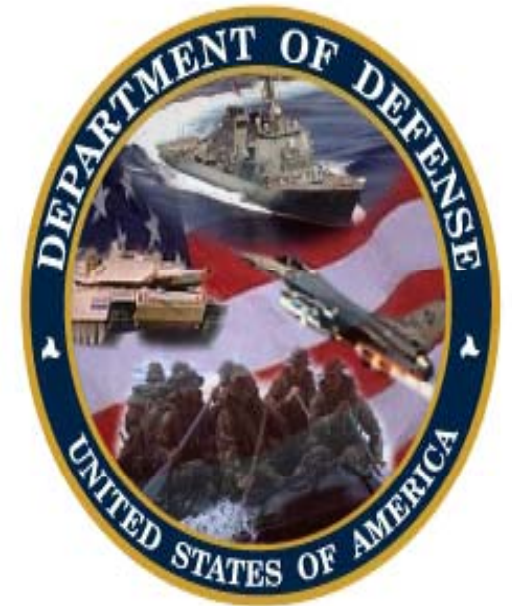
Who is Using WAWF?

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

- DoD Vendors/Contractors
- 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

Payment Systems & WAWF

- **CAPS** (Computerized Accounts Payable System)
  - Army, Defense Agencies and USMC
- **EBS** (Enterprise Business System) formerly called BSM
  - DLA
- **IAPS-E** (Integrated Accounts Payable System - Electronic)
  - Air Force
- **MOCAS** (Mechanization of Contract Administration Services)
  - Defense Contract Management Agency and all the Military Services
- **One Pay**
  - Navy, Defense Agencies and USMC
- **Navy ERP** (Enterprise Resource Planning)
  - Navy
- **GFEBS** (General Funds Enterprise Business System)
  - Army
- **DAI** (Defense Agencies Initiative)
  - Defense Agencies
- **DEAMS** (Defense Enterprise Accounting and Management System)
  - USTRANSCOM and Air Force

User Roles at a Glance

- ## Vendor /Contractor
  - 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/DCMA

- ## Grant Approver
  - role used to approve and certify Grant and Cooperative Agreements before sending them to the Pay Office

- ## 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
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*
- Construction Payment - *FAR 52.232-5; FAR 52.232-10*
- 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, DFARS 52.246-7000*
- Invoice and Receiving Report (Combo) - *FAR 32.905; DFAR Appendix F*
- Reparables Receiving Report –
- Invoice and Reparables Receiving Report (Combo) -
- Cost Voucher – *FAR 52.216-7, -13, & -14; FAR 52.323-7*
- Grand and Cooperative Agreement Voucher –
- Navy Shipbuilding Invoice (Fixed Price) – *DoD FMR Vol 10 CH 7 070205-B*
- Navy Construction / Facilities Management Invoice -
- Telecom Invoice (Contractual) - *FAR 52.232-25; DFARS 252.211*
- Miscellaneous Payment
- Telecom Invoice (Non-Contractual)

What's New in WAWF 5.0?

- The messages are now color coded based on severity.

- Error messages are displayed in red text.

- Information and Warning messages will be displayed using blue text.

For example:

ERROR: Stock Part Type is a required entry.

INFO: When editing the quantity of a CLIN that was already packed, please make sure you update the Pack.

WARNING: MILSTRIP Quantity for Line Item '1111' may not be blank when a MILSTRIP Number is entered.
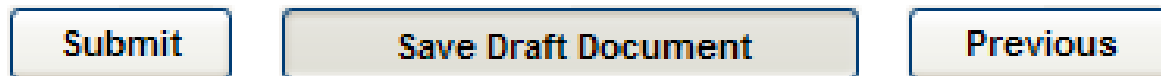
What's New in WAWF? (Cont)

- New columns have been added to the Search Results Page
  - ➤ Submit Date
  - ➤ Shipment Date
  - ➤ Purge

- All columns on the search results screen are sort able with the exception of the Item column

- Columns can be sorted in ascending (A-Z) or descending (Z-A) order.

Item	Type	Vendor (Payee)	Contract Number†	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	Purge
1	Combo D/D	03UM0	N0010407C2001		TVC5003	2008-04-15	2008-04-15	2008-04-15	Processed	

What's New in WAWF? (Cont)

- The ability has been added to Save a document in WAWF to continue working on it at a later time.

- A Save and Continue button has been added to the bottom of all documents for all roles excluding the Pay Official Role.

- Documents are saved for 7 days before they are purged and revert back to a pre-saved status.

- Saved documents will be removed from the saved status by performing an action (i.e. submitting, acceptance) or by selecting to purge them from the search results screen.

Invoice Number	Submitted	Received	Status	Purge	Void	Amount
1433588	2011-03-03		Draft	2		$0.00
CFIA455	2011 03 03		Draft	2		$0.00

What's New in WAWF? (Cont)

- All documents with the exception of RR and RRR, will have the Invoice date auto-populated with the "WAWF System Server Date"

- The invoice date can be modified by the Vendor/Contractor which will result in the field label changing to "Invoice Date"

- Adjusting the date to a future date will provide a warning message for the initiator but will not prevent them from submitting the document.

WARNING: Changing the Invoice Date to a date that is greater than the Invoice Date pre-populated from the WAWF system server may cause processing issues within the entitlement system.

Invoice Date * (WAWF System Server Date)	Invoice Date *
2011/03/03	2011/03/05

Documents are Routed Through WAWF According to DoDAACs Entered by Vendor

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.

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

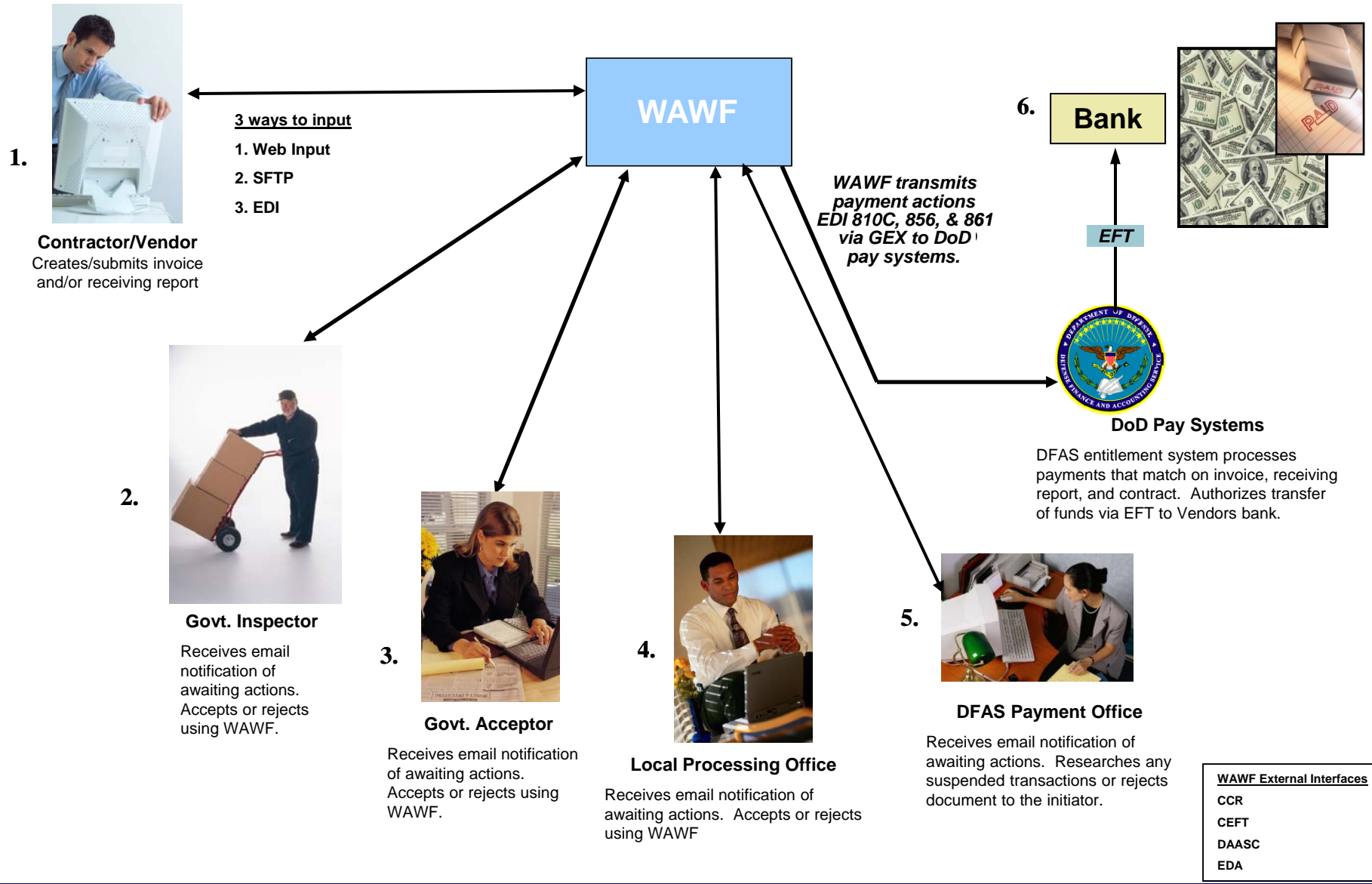Shipment Number: 0028

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.

How Does It Work? - WAWF Receipt & Acceptance Process

WAWF

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

1.

Contractor/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
CEFT
DAASC
EDA

Invoice 2-in-1 Workflow
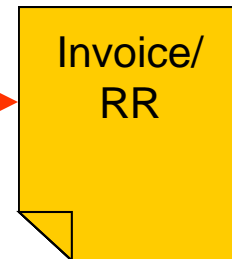
Contractor/ Vendor

Inspector (Optional)
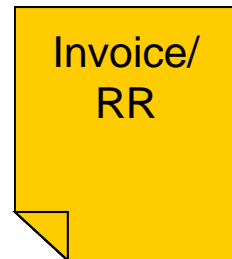
Acceptor

LPO Local Processing Official (Optional)

Pay Office

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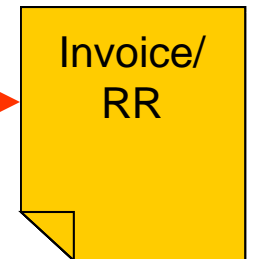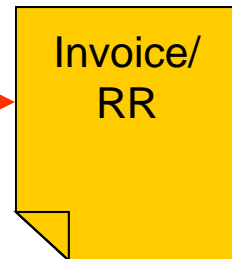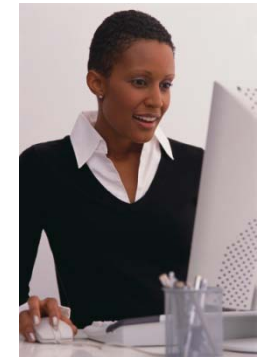
Invoice and Receiving Report Travel as One Document

Combo (Invoice/RR) Workflow
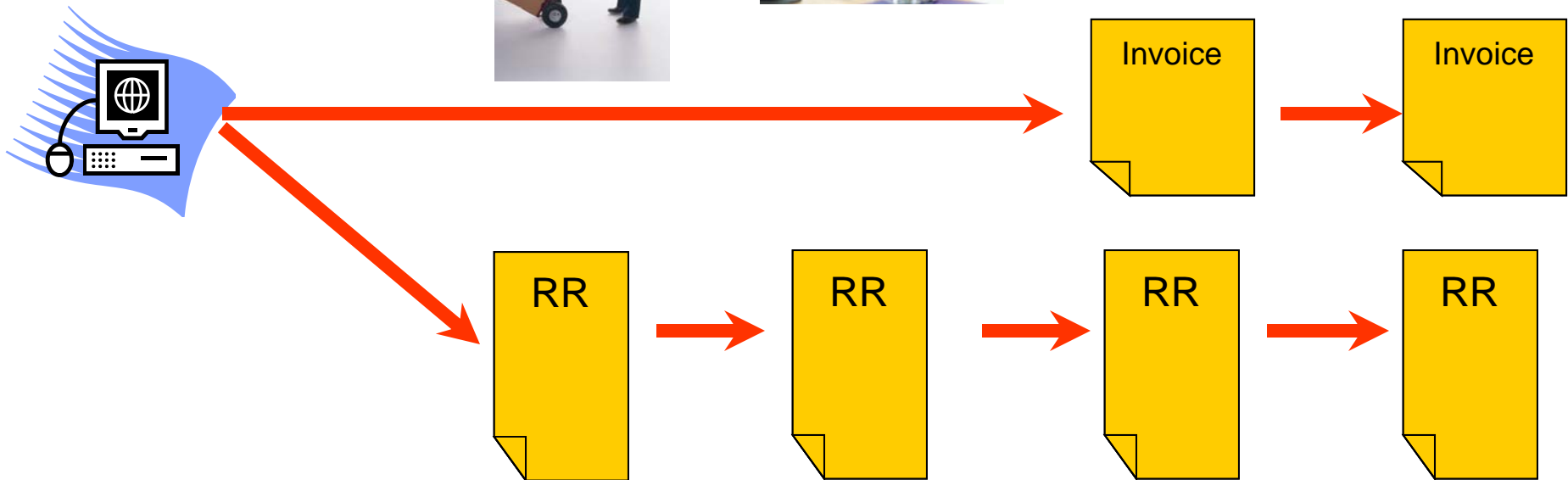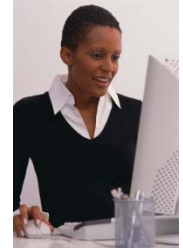

Contractor/ Vendor

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 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

- **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/pdi/uid/index.html

- **Federal Acquisition Regulation Web Site:** http://farsite.hill.af.mil

Key WAWF POCs

- ## Navy WAWF Helpdesks
  - ✓ 1-877-251-WAWF (9293)   (local) 216-522-5341
  - ✓ Email: CCL-EC-Navy-WAWF-Helpdesk@DFAS.MIL

- ## Army WAWF Helpdesk
  - ✓ 1-877-2DA-WAWF (1-877-232-9293)
  - ✓ Email: CCO-EC-Army-WAWF-Helpdesk@DFAS.MIL

- ## DOD WAWF Help Desk/ DISA Ogden Computer Support
  - ✓ CONUS 1-866-618-5988: 6:30 AM-Midnight EST
  - ✓ COMM 1-801-605-7095
  - ✓ Email: cscassig@csd.disa.mil
  - ✓ DSN 388-7095

Thank You!