



Invoice review and approvals

- Wide Area Work Flow e-Business Suite Access – the “Acceptor Role”
 - Monthly contractor invoice submittal.
 - COR Review/Approval for contract payments.
 - Verification of CLIN number, amount, expenses, travel, overtime, etc...



Login to WAWF (Wide Area Work Flow e-Business Suite)

- <https://wawf.eb.mil>
- Click accept at bottom of screen.

WideAreaWorkFlow
e-Business Suite V 5.6.0

Privacy Statement

You are accessing a U.S. Government (USG) information system (IS) that is provided for USG authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions: The USG routinely intercepts and monitors communications occurring on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations. At any time, the USG may inspect and seize data stored on this IS. Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose. This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy. Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

WARNING!

Please DO NOT use the browser BACK BUTTON within the Wide Area Workflow eBusiness Suite applications, the use of the browser's BACK BUTTON is not supported within the Wide Area Workflow eBusiness Suite applications. Use of this button will cause the loss of data not yet saved to the server and will result in the applications not performing as intended. DO NOT use the backspace key in any uneditable field, as this will function as the back button, where they exist, use the PREVIOUS or CANCEL buttons to return to a previous page within the Wide Area Workflow eBusiness Suite applications. The security accreditation level of the applications are Unclassified FOUO and below, do not process, store, or transmit information classified above the accreditation level of this system.

Accept



WAWF login Screen

- Select Certificate Login.

The screenshot shows the login interface for WideAreaWorkFlow e-Business Suite v 5.6.0. It features two main login sections: 'Certificate Login' and 'User ID Login'. The 'Certificate Login' section has a blue button labeled 'Certificate Login' which is circled in red. The 'User ID Login' section includes input fields for 'User ID' and 'Password', a 'Login' button, and a link for 'Forgot your User ID? Forgot your Password?'.



CAC Certificate Screen

- Highlight Your Certificate and click OK.

Select your Certificate

Select the certificate you want to use.

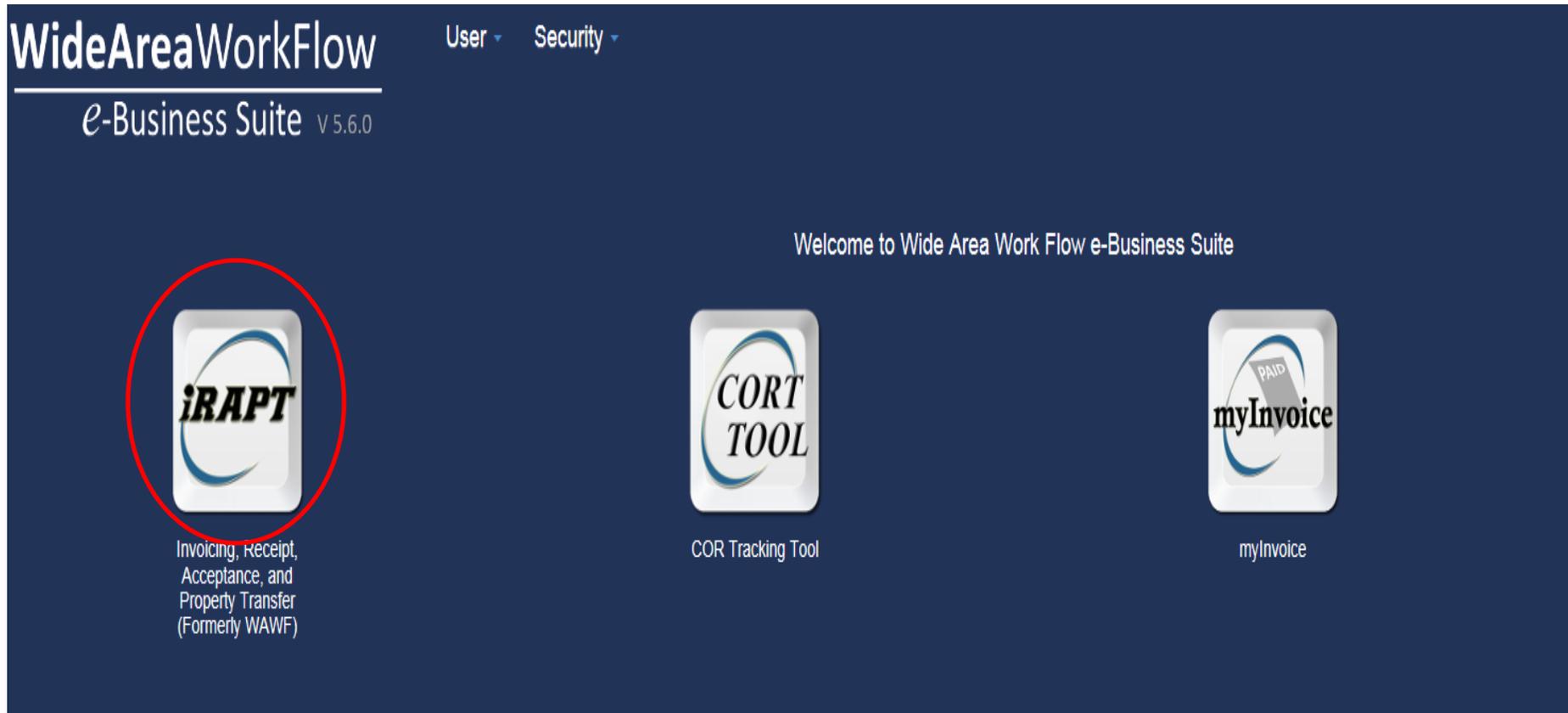
Note: Only X509 Certificates from your Personal Certificate Store that are used for Digital Signing and Non-Repudiation will be displayed.

| Issued to | Issued by | Friendly name | Expiration Date |
|------------|-----------|---------------|-----------------|
| [Redacted] | | | |



WAWF login Screen

- Click on iRAPT to pay invoices or to find invoice history.





iRAPT main Screen

- Click on Government for a dropdown menu.



Welcome to Invoicing, Receipt, Acceptance, and Property Transfer (iRAPT)!
This application was formerly known as Wide Area Workflow (WAWF).
Please start by selecting one of the links from the menu above.

Government and Government Support Contractor Messages

(2014-AUG-21) System: [WAWF](#) Subject: [Air Force Helpdesk](#) Message For: [All Users](#)

Attention Air Force Users: Email messages processed within WAWF environment (e.g., via helpdesk link or user registration requests) may not reach their intended recipients. This issue seems only to affect users whom address contains "US.AF.MIL". Until this issue can be corrected, please use outlook to contact the Air Force helpdesk directly at: saf.fmpafso.wawf@us.af.mil. If you are a user registering/requesting a WAWF role and no actions has been taken 48 hours after a successful registration, please contact the Air Force helpdesk directly. We apologize for the inconvenience and appreciate your patience.



Search Criteria Acceptance Folder

- Click Acceptor and scroll over to the Acceptance Folder and the below screen appears.

RAPT 5.6.0 (formerly WAWF)

User Government Documentation Lookup Exit

Search Criteria - Acceptance Folder

FOUO - Privacy Sensitive:
Privacy Act Statement - This information is protected under the Privacy Act of 1974 and shall be handled as "FOR OFFICIAL USE ONLY." Violations may be punishable by fines, imprisonment, or both.

| | |
|---|---|
| DoDAAC * / Extension Select Location Code | |
| Contract Number [Text Box] | Delivery Order [Text Box] |
| Reference Procurement Id [Text Box] | |
| Vendor (Payee) / Vendor (Payee) Extension [Text Box] [Text Box] | Ship From / Ship From Extension [Text Box] [Text Box] |
| Shipment No. [Text Box] | Invoice Number [Text Box] |
| SSN / Confirm SSN [Text Box] [Text Box] | Tax Id (EIN) [Text Box] |
| Type Document All Documents | Status All Documents |
| Create / Update Date (YYYY/MM/DD) 2014/10/08 | Create / Update Date End (YYYY/MM/DD) 2014/11/07 |
| Acceptance Date (YYYY/MM/DD) [Text Box] | Acceptance Date End (YYYY/MM/DD) [Text Box] |
| Invoice Received Date (YYYY/MM/DD) [Text Box] | Invoice Received Date End (YYYY/MM/DD) [Text Box] |
| Estimated Delivery Date (YYYY/MM/DD) [Text Box] | Estimated Delivery Date End (YYYY/MM/DD) [Text Box] |
| Result Size 20 items | Result Font 13px |



Acceptance Folder Criteria Screen

- Type in the correct DoDAAC (from the drop down menu) and then the Contract Number.

The screenshot shows the iRAPT 5.6.0 (formerly WAWF) web application interface. The browser address bar displays "https://wawf.eb.mil/?p=2:1 - iRAPT - Windows Internet Explorer". The user ID is "EDIP1084148764" and the interface is "Printer Friendly". The main heading is "Search Criteria - Acceptance Folder". A red circle highlights the "DoDAAC * / Extension" field, which contains a dropdown menu with "SP0600" selected. Below this are various other search criteria fields, including "Contract Number", "Delivery Order", "Reference Procurement Id", "Vendor (Payee) / Vendor (Payee) Extension", "Ship From / Ship From Extension", "Shipment No.", "Invoice Number", "SSN / Confirm SSN", "Tax Id (EIN)", "Type Document", "Status", "Create / Update Date (YYYY/MM/DD)", and "Create / Update Date End (YYYY/MM/DD)". At the bottom, there are "Submit" and "Help" buttons.



Acceptance Folder Criteria Screen

- Add the date and click submit.

https://wawf.eb.mil/?p=2:1 - iRAPT - Windows Internet Explorer

iRAPT 5.6.0 (formerly WAWF) User ID : EDIP11084148764
[Printer Friendly](#)

User Government Documentation Lookup Exit

Search Criteria - Acceptance Folder

| | |
|---|---------------------------------------|
| DoDAAC * / Extension | |
| SP0600 | |
| Contract Number | Delivery Order |
| | |
| Reference Procurement Id | |
| | |
| Vendor (Payee) / Vendor (Payee) Extension | Ship From / Ship From Extension |
| | |
| Shipment No. | Invoice Number |
| | |
| SSN / Confirm SSN | Tax Id (EIN) |
| | |
| Type Document | Status |
| All Documents | All Documents |
| Create / Update Date (YYYY/MM/DD) | Create / Update Date End (YYYY/MM/DD) |
| 2014/12/31 | 2015/01/30 |
| Acceptance Date (YYYY/MM/DD) | Acceptance Date End (YYYY/MM/DD) |
| | |

Submit **Help**



Acceptance Folder Line

- Invoice submitted will show. Click on Shipment Number to go to invoice. Click on Contract Number to see all Modification for the Contract.

iRAPT 5.6.0 (formerly WAWF) User ID: S
Pri

User Government Documentation Lookup Exit

Acceptance Folder for 'F4A360' (1 items, sorted by Contract Number Ascending)

| Item | Type | Vendor (Payee) | DUNS | DUNS+4 | Ext | Contract Number | Delivery Order | Shipment Number | Submitted | Shipped | Accepted | Status | Purge | Hold | Invoice Number | Submitted | Received | Status | Purge | Hold | Amount |
|------|-----------|----------------|-----------|--------|-----|-------------------------------|----------------|---------------------------|------------|------------|----------|-----------|-------|------|--------------------------|------------|------------|-----------|-------|------|-------------|
| 1 | Combo D/D | 6TBY0 | 078660463 | | | FA481914C0002 | | R011014AA | 2014-11-04 | 2014-11-04 | | Submitted | | H | R01014AA | 2014-11-04 | 2014-11-04 | Processed | | | \$ 2,938.00 |

Click here for the actual contractor invoice

Click here for contract modifications



Invoice Header Screen

- After clicking on the shipment number the invoice will show with all info requiring verification.

Acceptor - Receiving Report

WARNING: This document was created as a COMBO. If rejecting to Initiator, the associated document should be reviewed for potential changes.

| | | | | | | |
|---|------------------------------------|-----------------------|---|-----------------------------|-----------------------------------|---------------------------------------|
| Contract Number Type | Contract Number | Delivery Order | Reference Procurement Identifier | Issue Date | Inspection Point | Acceptance Point |
| DoD Contract (FAR) | FA481914C0002 | | | 2013/10/01 | D | D |
| Shipment Number | Shipment Date | Final Shipment | Estimated Delivery Date | Supplies | Service | |
| R011014AA | 2014/11/04 | N | | <input type="radio"/> | <input type="radio"/> | |
| Invoice Number | Invoice Date | Final Invoice | | | | |
| R01014AA | 2014/11/04 | N | | | | |
| Submit Transportation Data Later | Transportation Account Code | TCN | Gross Weight | Cube | Transportation Method/Type | Serial Shipping Container Code |
| <input type="checkbox"/> | | | | | | FOB S |
| Transportation Leg | Standard Carrier Alpha Code | | Bill of Lading Number | | Bill of Lading Type | |
| | | | | | | |
| Secondary Transportation Tracking Number | | | Tracking Type | Tracking Description | | |
| | | | | | | |

Special Package Markings / Special Handling Requirements

| | |
|--|-------------------|
| Summary of Detail Level Information | Total (\$) |
| 2 CLIN/SLIN(s) | 2,938.00 |

| Routing Information | | | |
|---------------------|---------------|-----------|-----------------------------|
| Role | Location Code | Extension | Name |
| Payee | 6TBY0 | | ORISON INC. |
| Pay Official | F67100 | | ACCTG DISB STA NR 667100 |
| Admin | FA4819 | | FA4819 325TH CONTRACTING SQ |
| Issue By | FA4819 | | FA4819 325TH CONTRACTING SQ |
| Ship To | F4A360 | | 325 CES CCQ |
| Accept By | F4A360 | | 325 CES CCQ |
| Receiver | F4A360 | | 325 CES CCQ |

* = Required Fields

ACTION BY: F4A360 *

| | | | |
|--|------------------------------------|--------------------------------------|---|
| <input type="checkbox"/> CQA | Date Received YYYY/MM/DD | Acceptance Date YYYY/MM/DD | Has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents |
| <input type="checkbox"/> Acceptance | | | <input type="text" value="Certificate Signature"/> |
| <input type="checkbox"/> Reject to Initiator | | | Signature Of Authorized Government Representative |
| | | | <input type="checkbox"/> Submit Without Preview |



Review Invoice Line Items

- Click on Line item to view line items for the invoice. Insert Qty (Quantity) Received, Qty Accepted.

User Government Documentation Lookup Exit

Acceptor - Receiving Report

Header Line Item Addresses Misc. Info Preview Document

| Contract Number | Delivery Order | Reference Procurement Identifier | Shipment Number | Invoice Number | Inspection Point | Acceptance Point |
|-----------------|----------------|----------------------------------|-----------------|----------------|------------------|------------------|
| FA481914C0002 | | | R011014AA | R01014AA | D | D |

* = Required Fields

| Item No. | Product/Service ID | Qualifier | Qty. Shipped | NSP | Unit of Measure | UoM Code | Unit Price (\$) | Qty. Received * | Qty. Accepted * | Amount (\$) |
|----------|--------------------|-----------|--------------|-----|-----------------|----------|-----------------|----------------------|----------------------|-------------|
| 1001 | W036 | FT | 1 | | Months | MO | 510 | <input type="text"/> | <input type="text"/> | 510.0 |

| AAI | SDN | ACRN | Multiple Box Pack | PR Number | PQDR/SDR Report | GFE | Advice Code | Project Code |
|----------------------|----------------------|----------------------|-------------------|----------------|--------------------------|-----|-------------|--------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | N | F4A3604219AQ01 | <input type="checkbox"/> | N | | |

Special Package Markings / Special Handling Requirements

Type Designation Method

Type Designation Value

Product/Service ID

Qualifier
FS - NATIONAL STOCK NUMBER

Description
Option Yr 1 Washer/Dryer Base Facilities - FOR MONTH OF OCTOBER 2014



Review Invoice Line Items (cont'd)

- **Question:** When a COR has to review and approve invoices for contract payments - how do they know if what the contractor has submitted is accurate?



Review Invoice Line Items (cont'd)

- **Answer:**
 - The COR needs to review the Contract Modifications to ensure the cost for each CLIN (Under Line Item) matches up-to-date modifications.
 - Ensure the quantities, unit price, and amounts are correct. Add quantities received, quantities accepted if blank. Make sure the CLINS are the same (Under Item number) as shown in the Modification.



Review Invoice Line Items (cont'd)

- **Question:** Is there a check and balance for invoices? I know CLIN numbers are specific for different expenses, I.E. travel, overtime, etc... Is there something a COR may need to know to verify that the right charges are on the right CLINS etc...



Review Invoice Line Items (cont'd)

Answer:

- Verify your contract and also make sure the cost are the same as the most updated modification. Also, check with the KO to ensure there are no contractual issues pending that could change the cost of the contract.



Before rejecting an Invoice

- Use the Misc Info tab to provide reasoning/documentation for rejecting a invoice.

User Government Documentation Lookup Exit

Acceptor - Receiving Report

Header Line Item Address **Misc. Info** Preview Document

| Contract Number | Delivery Order | Reference Procurement Identifier | Shipment Number | Invoice Number | Inspection Point | Acceptance Point |
|-----------------|----------------|----------------------------------|-----------------|----------------|------------------|------------------|
| FA481914C0002 | | | R011014AA | R01014AA | D | D |

Initiator

| | | | |
|--------------|---------------------|------------|-------------------------|
| Name: | Date of Action: | Phone #: | DSN: |
| [Redacted] | 2014/11/04 0744 MST | [Redacted] | |
| Email: | | Title: | Action(s): |
| [Redacted] | | President | [Submitted, Web, Combo] |
| Org Email: | | | |
| [Redacted] | | | |
| Attachments: | | | |
| Comments: | | | |

Acceptor

| | | | |
|--------------|---------------------|--------------------------|------------|
| Name: | Date of Action: | Phone #: | DSN: |
| [Redacted] | 2014/11/07 1311 MST | [Redacted] | [Redacted] |
| Email: | | Title: | Action(s): |
| [Redacted] | | Quality Control Personel | |
| Org Email: | | | |
| Attachments: | | | |
| Comments: | | | |

Attachments: [Add Attachments](#)

Comments:



Certify an Invoice

- Check the Acceptance box, Add Date Received, Acceptance Date, and then click Certification Signature to sign. Note: Save Copy of signed invoice for your COR hard copy records.

Acceptor - Receiving Report

WARNING: This document was created as a COMBO. If rejecting to Initiator, the associated document should be reviewed for potential changes.

| | | | | | | |
|--|-----------------------------|-----------------------|----------------------------------|------------|----------------------------|--------------------------------|
| Contract Number Type | Contract Number | Delivery Order | Reference Procurement Identifier | Issue Date | Inspection Point | Acceptance Point |
| DoD Contract (FAR) | FA481914C0002 | | | 2013/10/01 | D | D |
| Shipment Number | Shipment Date | Final Shipment | Estimated Delivery Date | Supplies | Service | |
| R011014AA | 2014/11/04 | N | | | | |
| Invoice Number | Invoice Date | Final Invoice | | | | |
| R01014AA | 2014/11/04 | N | | | | |
| Submit Transportation Data Later | Transportation Account Code | TCN | Gross Weight | Cube | Transportation Method/Type | Serial Shipping Container Code |
| <input type="checkbox"/> | | | | | | |
| Transportation Leg | Standard Carrier Alpha Code | Bill of Lading Number | Bill of Lading Type | | | |
| | | | | | | |
| Secondary Transportation Tracking Number | Tracking Type | Tracking Description | | | | |
| | | | | | | |

Special Package Markings / Special Handling Requirements

Summary of Detail Level Information

| | |
|----------------|------------|
| 2 CLIN/SLIN(s) | Total (\$) |
| | 2,938.00 |

Routing Information

| Role | Location Code | Extension | Name |
|--------------|---------------|-----------|-----------------------------|
| Payee | 6TBY0 | | ORISON INC. |
| Pay Official | F67100 | | ACCTG DISB STA NR 667100 |
| Admin | FA4819 | | FA4819 325TH CONTRACTING SQ |
| Issue By | FA4819 | | FA4819 325TH CONTRACTING SQ |
| Ship To | F4A360 | | 325 CES CCQ |
| Accept By | F4A360 | | 325 CES CCQ |
| Receiver | F4A360 | | 325 CES CCQ |

* = Required Fields

ACTION BY: F4A360 *

CQA

Acceptance

Reject to Initiator

Date Received

Acceptance Date

Has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents

Signature Of Authorized Government Representative

Submit Without Preview



How to find invoices in history

- Click on Government, select Acceptor, then scroll over to History folder by DoDACC.

The screenshot shows the iRAPT 5.6.0 (formerly WAWF) application interface. At the top, the title bar reads "iRAPT 5.6.0 (formerly WAWF)" and "User ID : EDIPI1084148764". Below the title bar is a navigation menu with tabs: "User", "Government", "Documentation", "Lookup", and "Exit". The "Government" tab is selected, and a sub-menu is open showing "Acceptor". A red arrow points to the "History Folder by DoDAAC" option in this sub-menu, which is circled in red. The main content area displays a welcome message: "Welcome to Invoicing, Receipt, Acceptance, and Property Transfer (iRAPT)! This application was formerly known as Wide Area Workflow (WAWF). Please start by selecting one of the links from the menu above." A "Help" button is visible at the bottom left of the interface.



Find invoices in history (cont'd)

- Add the Contract Number, DoDAAC, then click submit to find all related historic invoices.

iRAPT 5.6.0 (formerly WAWF) User ID : EDIPI1084148764
Printer Friendly

User Government Documentation Lookup Exit

Search Criteria - Acceptance History Folder By DoDAAC

FOUO - Privacy Sensitive:
Privacy Act Statement - This information is protected under the Privacy Act of 1974 and shall be handled as "FOR OFFICIAL USE ONLY." Violations may be punishable by fines, imprisonment, or both.

| | |
|---|---------------------------------------|
| DoDAAC * / Extension SP0600 | Search For Active Documents |
| Contract Number | Delivery Order |
| Reference Procurement Id | Batch Number |
| Vendor (Payee) / Vendor (Payee) Extension | Ship From / Ship From Extension |
| Shipment No. | Invoice Number |
| SSN / Confirm SSN | Tax Id (EIN) |
| Type Document All Documents | Status All Documents |
| Create / Update Date (YYYY/MM/DD) | Create / Update Date End (YYYY/MM/DD) |

Submit **Help**