



**DLA**  
DEFENSE LOGISTICS AGENCY  
*Established 1961*



The Nation's Combat Logistics Support Agency



# Vendor WAWF Registration, 2-in-1, and Cost Voucher Guide

DLA Logistics Operations (J3)  
June 2021



WARFIGHTER ALWAYS



# Vendor Registration

1. EB POC adds Cage Code to PLEE
2. CAM registers
3. Users register for vendor role
4. Submit documents



# Complete Steps 1-4 Prior to Registration

- ❑ **Step 1: Register with System for Award Management (SAM) and establish an Electronic Business Point of Contact (EB POC) in SAM.**
  - All vendors must be registered in the SAM in order to sell goods and services to the Department of Defense (DoD).
  - Register at URL <https://www.sam.gov/> (External Link).
  - To facilitate electronic commerce between vendors and DoD, vendors must establish an EB POC for their company in SAM.
  - The EB POC will be responsible for authorizing vendor employee(s) access to submit, modify and/or view data on behalf of the vendor. The EB POC can also function as the Contractor Administrator (CAM). The CAM is your company's "Gate Keeper" and will be responsible for authorizing access to applications in the Procurement Integrated Enterprise Environment (PIEE) for all your company's employee(s).
  - Each vendor can establish up to two EB POCs (one primary and one alternate EB POC) for each CAGE/DUNS code.
  - For help with registration in SAM, contact the SAM Assistance Center at 1-888-227 2423, or Federal Service Desk at 1-866-606-8220 or 334-206-7828. If you do not know your SAM POC, please contact the Federal Service Desk.



# Complete Steps 1-4 Prior to Registration

## ❑ **Step 2: Have your CAGE Code added to the Vendor Group Structure.**

- To establish a vendor group for a CAGE Code, someone in your company needs to either call the DISA Ogden Support Center at 866-618-5988 or send an email to [disa.global.servicedesk.mbx.eb-ticket-requests@mail.mil](mailto:disa.global.servicedesk.mbx.eb-ticket-requests@mail.mil).
- For email requests, please include the following information when requesting activation:
  - 1. CAGE Code(s):
  - 2. EB POC's Name:
  - 3. EB POC's Email:
  - 4. EB POC's Phone Number:
- Phoned in requests will be activated immediately. Emailed requests will be processed within 48 business hours after receipt.
- Your CAGE Code must be added to the Vendor Group Structure before any personnel can self-register for applications in the PIEE. If you have multiple CAGE Codes, they can all be added to your group at the same time.
- Important - PLEASE NOTIFY YOUR EB POC! We will need their authorization to activate individual accounts after the CAGE Code(s) are added to the Vendor Group Structure.



# Complete Steps 1-4 Prior to Registration

## ❑ Step 3: Designate a CAM for your company.

- A CAM determines who has access to their data in the PIEE and provides the authorization to activate.
- Vendors must appoint a CAM to manage their user's accounts. It is recommended that the EB POC be the CAM. As mentioned earlier, the CAM is your company's "Gate Keeper" and as such this person authorizes the activations and deactivations for the company's CAGE Code(s). When the EB POC registers as the CAM, no additional paperwork is required to establish your PIEE CAM account.
- If you appoint a CAM that is not your EB POC, they are required to submit their CAM appointment letter, signed by their EB POC, via email to the DISA Ogden Customer Support Center. See sample [CAM Appointment letter](#).



# Complete Steps 1-4 Prior to Registration

## ❑ Step 4: Set up PCs to access the Procurement Integrated Enterprise Environment.

- If you experience problems accessing <https://piee.eb.mil> visit <https://piee.eb.mil/xhtml/unauth/web/homepage/machineSetup.xhtml> or contact the DISA Ogden Helpdesk at [disa.global.servicedesk.mbx.eb-ticket-requests@mail.mil](mailto:disa.global.servicedesk.mbx.eb-ticket-requests@mail.mil) / 866-618-5988.



# Register

 An official website of the United States government.



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## Procurement Integrated Enterprise Environment

Enterprise services, capabilities, and systems supporting the end-to-end Procure-to-Pay (P2P) business process

[VIEW FEATURES](#)

[VIEW RESOURCES](#)

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1. Go to <https://piee.eb.mil> and select Register.



# Privacy Act Statement

## Privacy Act Statement

<b>AUTHORITY:</b>	Executive Order 10450, 9397; and Public Law 99-474, the Computer Fraud and Abuse Act.
<b>PRINCIPAL PURPOSE:</b>	To record names, signatures, and other identifiers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form.
<b>ROUTINE USES:</b>	None
<b>DISCLOSURE:</b>	Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.

I have read and understand the terms and conditions for use of this website.

Agree



1

**1. Click Agree.**



# Account Type

What type of user are you?

- Government - DoD
- Government - Non-DoD
- Government Support Contractor - Supporting DoD Organization
- Government Support Contractor - Supporting Non-DoD Organization
- Vendor**



1

**1. Select Vendor.**

Note: A security clearance is NOT required to access any of the applications in the Procurement Integrated Enterprise Environment.

← Previous

Help



# User ID \ Password Authentication

## Authentication

How will you be accessing the Procurement Integrated Enterprise Environment applications? \*

User ID \ Password

User ID \*

DLAVEND98



Password \*

.....



Password Confirmation \*

.....

CAPTCHA Image

871060

Audio

Reload

Type in the code above \*

871060



User ID Rules

- Minimum 8 Characters.
- May Contain ONLY the following special characters ~ ! # \$ . \_ { }
- May NOT contain spaces.
- M

1. Create a User ID.
2. Create a Password.
3. Enter CAPTCHA Image.
4. Click Next.

Password

- M
- M
- M
- M
- M
- Entered passwords must be different from last 10 passwords used
- Cannot be changed within 24 hours
- Entered passwords cannot be the same as User ID

> Next



Help



# Security Questions

## Security Questions

**1** **WARNING:** We suggest picking unique security questions/answers which cannot be looked up via the following means: Answers might be obtained via googling, blogs, personal websites, genealogy charts, social networks (facebook, myspace, etc), high school website, picture sites (flickr, photobucket, shutterfly), online phone books, reverse phone look-ups, and other online resources.

<b>Question 1 *</b>	<b>Answer 1 *</b>	<b>Answer Confirmation 1 *</b>
Where is your high school located?	...	...
<b>Question 2 *</b>	<b>Answer 2 *</b>	<b>Answer Confirmation 2 *</b>
What is your pet's name?	...	...
<b>Question 3 *</b>	<b>Answer 3 *</b>	<b>Answer Confirmation 3 *</b>
What is your favorite color?	.....	.....

➤ Next

**2**

help

1. Select 3 different security questions from the drop down list, enter the answer and answer confirmation.
2. Click Next.



# User Profile

User Profile



First Name \*

DLA

Middle Name

Last Name \*

VEND98

Suffix

Organization \*

Test Org

Job Title \*

Tester

Grade/Rank

Email \*

test1@gmail.com

Confirm Email \*

test1@gmail.com

Commercial Telephone !

7776665555

Extension

Intl Country Code and Phone !

Mobile Telephone

DSN Telephone

Citizenship \*

US

1. Complete User Profile information.
2. Click Next.

Next



Save Registration

Help



# Save Registration

## User Profile

Registration Saved Successfully

### First Name \*

DLA

Your registration information has been successfully saved. You have 30 days to return to the Wide Area Workflow e-Business Suite to complete your registration. To log into the Wide Area Workflow e-Business Suite, you may use the authentication credentials entered in the Authentication registration step.

### Suffix

### Organization \*

Test Org

User ID DLAVEND98

User Type Vendor

Login Method User ID \ Password

### Email \*

test1@gmail.com

You may either continue with the rest of the registration steps, or you can finish the registration later within the 30 day time period.

### Commercial Telephone !

7776665555

Continue Registration

Exit Registration And Finish Later

Telephone

DSN Telephone

### Citizenship \*

US

1

Next

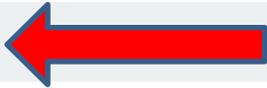
Save Registration

**1. After you complete your profile information, you have the option to save your registration. You may either continue your registration or you can finish the registration within the 30-day time period.**



# Company Information

Company Information



1

Name \*

Test Org

Address \*

123 Main St

City \*

Arlington

State \*

VA

Zip \*

22209

Country \*

United States

Next



2

Save Registration

Purge Registration

Help

1. Complete Company Information.
2. Click Next.



# Add Contractor Administrator Role (CAM)

Roles

1

Step 1. Select the appropriate Application from the list below

PIEE - Procurement Integrated Enterprise Environment

2

Step 2. Select One or More Roles from the list below (Ctrl+Click)

Admin Roles for PIEE  
 Contractor Administrator  
 Security Contractor Administrator (NCCS)

3

Step 3. Click 'Add Roles'

+ Add Roles

Step 4. Fill out the required information for the applicable applications

Roles Summary

Application	Role	Location Code	Extension	Group	Action
PIEE	Admin Contractor Administrator	N/A	N/A		Group Lookup   Delete

Showing 1 to 1 of 1 entries

1. Select PIEE from the application drop down list.
2. Select Contractor Administrator.
3. Select Add Roles.
4. Select Group Lookup.

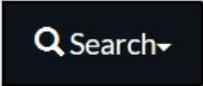
**INFO: The CAM must be registered and activated before you or your company's employee(s) can request the Vendor role. If the CAM has already registered, skip to slide 16.**



# Add Contractor Administrator (CAM) Role Cont.

## Group Lookup

### Group Search

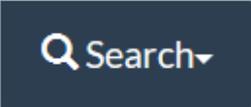
61125   

NOTE: Maximum 200 results will be displayed. 

1. Enter your company's CAGE Code and select Search by Location.
2. Select the Group Name.

### Group Search

61125 

Group Name

  TOP\OGDEN VENDORS\61125

**INFO: If you receive an error message or CAGE not found, call the DISA Ogden Help Desk at 866-618-5988.**



# Add Vendor Role

Roles

1

2

3

Step 1. Select the appropriate Application from the list below

Step 2. Select One or More Roles from the list below (Ctrl+Click)

Step 3. Click 'Add Roles'

WAWF - Wide Area Workflow

- Contractor Property Ship To View Only
- Contractor Property Shipper
- Contractor Property Shipper View Only
- Contractor Receiver
- Contractor Receiver View Only
- Energy Lab POC
- Vendor**

+ Add Roles

Step 4. Fill out the required information for the applicable applications

Roles Summary

Application	Role	Location Code
WAWF	Vendor	61125
PIEE	Admin Contractor Administrator	N/A

Showing 1 to 2 of 2 entries

1. Select WAWF from the application drop down list.
2. Select the Vendor role.
3. Click Add Roles.
4. Enter your CAGE code.
5. Click Next.

Tip If you need access to any other applications, Repeat Steps 1 to 4 again

> Next

5

Save Registration

Purge Registration

Help

**INFO: The CAM must be registered and activated before you or your company's employee(s) can request the Vendor role.**



# Justification

## Justification / Attachments

**Info** Provide justification for access and upload any necessary attachments.

### Justification \*

Need to submit invoices for CAGE code 61125 and administer users for 61125.



### Attachments

Browse...

Upload

**Warning!** Procurement Integrated Enterprise Environment is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.

Next

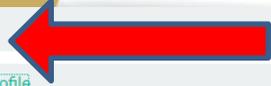


1. Enter a justification to explain why the role is being requested.
2. Click Next.

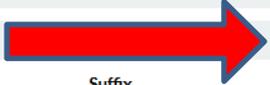


# Registration Summary

Registration Summary - Please Verify All the information



1



Edit

User Information	
User ID	DLAVEND98
User Type	Vendor
Login Method	User ID \ Password

[User Profile](#)

First Name *	Middle Name	Last Name *	Suffix
DLA		VEND98	
Organization *	Job Title *	Grade/Rank	
Test Org	Tester		
Email *			
test1@gmail.com			
Commercial Telephone !	Extension	Intl Country Code and Phone !	Mobile Telephone
7776665555			
Citizenship *			
US			

Supervisor Information [Edit](#)

First Name	Last Name	Job Title
Email		
DSN Telephone	Phone	Extension
	Intl Country Code and Phone	

Company Information [Edit](#)

Name *	Address *		
Test Org	123 Main St		
City *	State *	Zip *	Country *
Arlington	VA	22209	United States

User Roles

Role	Locat
Admin Contractor Administrator	
Vendor	CAGE

**1. Verify your information is correct (click Edit to make any corrections).**  
**2. Click Next.**

Next





# Sign Agreement

Government/Contractor Admin Appointment Letter

## Sign Agreement

1. You are hereby appointed as a Group Administrator (VENDORS\61125\61125)
2. As a GAM, you are a critical part of maintaining systems.
3. You accept the GAM role as a trusted agent for your group.
4. You are responsible for the following activities:
  - a. Establish and maintain organizational e-mail folders.
  - b. Activate/Inactivate users in your group.
  - c. Establish the position of trust for non-CAC users.
  - d. Any GAM activating another GAM must maintain the same level of trust.
  - e. Any GAM activating a Vendor as a GAM must maintain the same level of trust.
5. When determining privileges and profiles, you will only activate users who are approved by the PIIEE.
6. As a GAM you will verify the identity of an individual with the PIIEE access control policy along with additional information.

By signing, I accept the System User Agreement and Rules of Behavior / Acceptable Use Policy.

• Info: As of 2020/08/13 17:33:20 UTC, an email was sent to your email account vendor@vendor.com with a One-Time Password (OTP). This password will expire in 300 seconds. X

ⓘ The PIIEE signature requirement has changed to allow support for all the major browsers. Click here for more information.

OTP \*

Send OTP via E-Mail



✓ Submit Registration



By signing below, I acknowledge my appointment. I have read and understand the responsibilities as defined in this Appointment Letter. I further agree to the terms and conditions of the System User Agreement and Rules of Behavior / Acceptable Use Policy.

Signature Date

2019/08/13

✓ Signature



← Previous

Help

wing group names. [TOP\OGDEN  
 ency and the PIIEE Program Office.  
 e. security questions and answers)  
 dition, you are responsible for ensuring compliance  
 also been briefed on my specific roles and

1. Review the agreement and click Signature.
2. Enter your One Time Password (OTP) from your email.
3. Click Submit Registration.



# Successful Registration

## Successful Registration

You have successfully registered for the following applications. You will receive an e-mail containing your User ID.

- WAWF - Wide Area Workflow
- myInvoice

### 1. Click Home to exit.

... will go to an administrator.

Once you have been activated by an administrator, you will receive another email notifying you of the role(s) for which you have been activated. You may log into Wide Area Workflow e-Business Suite to check the status of your request or make changes to your profile and role information. If you have any questions, please contact the Customer Support.



***INFO: If your CAM role is not activated within 2 business days of self-registering, please call the DISA Ogden Help Desk at 866-618-5988.***



# Log In to Create 2-in-1 (Services Only) Invoice

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[REGISTER](#)

[LOG IN](#)

## Procurement Integrated Enterprise Environment

Enterprise services, capabilities, and systems supporting the end-to-end Procure-to-Pay (P2P) business process

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1. Go to <https://piee.eb.mil> and select Log In.



# Consent Required

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VIEW SYSTEM MESSAGES

## Consent Required

### Privacy Statement

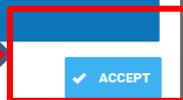
You are accessing a U.S. Government (USG) information system (IS) that is provided for USG authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions: The USG routinely intercepts and monitors communications occurring on this IS for 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: Use of Back Button

Please DO NOT use the browser BACK BUTTON within the Procurement Integrated Enterprise Environment applications, the use of the browser's BACK BUTTON is not supported within the Procurement Integrated Enterprise Environment 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 Procurement Integrated Enterprise Environment 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.

I have read and understand the terms and conditions for use of this website.

1



**1. Click the Accept button.**

remaining certificates on the CAC / PIV.

User ID

Get help with CAC / PIV Login

LOG IN

FIND GAM/CAM

Find My User ID | Reset My Password

New to PIEE? Start the registration process.  
New Federal Customer? See how to get started.



# Log In

— An official website of the United States government.



VIEW SYSTEM MESSAGES

**Critical!** Action Required! **THIS IS A TEST FOR OAT II** (2019-JUL-15 00:00 MST) System: All, Message For: All Users [READ](#) [DISMISS](#)

1. Enter Vendor User ID.
2. Enter Vendor Password.
3. Click LOG IN.

### Log in with Certificate

DoD users must use the Identity Certificate and not any of three remaining certificates on the CAC / PIV.

[LOG IN WITH CAC / PIV](#)

[Get help with CAC / PIV Login](#)

[FIND GAM/CAM](#)

**Info:** You have successfully logged out of the Procurement Integrated Enterprise Environment. For Security reasons, exit your web browser.

### Log in with User ID

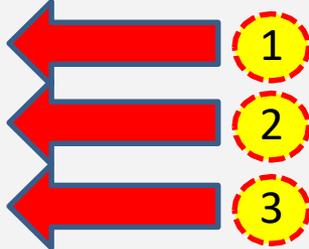
User ID  
DLAVEND98

Password  
●●●●●●●●

[LOG IN](#)

[Find My User ID](#) | [Reset My Password](#)

New to PIEE? [Start the registration process.](#)  
New Federal Customer? [See how to get started.](#)





# WAWF

Welcome to Procurement Integrated Enterprise Environment

## Post Award Admin



Contracting  
Communication Module



Electronic Document  
Access



Wide Area Workflow



myInvoice

**1. Click on the WAWF icon.**



# Create Document

**WAWF**

User Energy Lab POC Vendor Documentation Lookup Exit

**Create Document**

- History Folder
- MyInvoice History Folder
- Rejected Receiving Reports Folder
- Rejected Invoices Folder
- Correction Required Folder
- Documentation Required Folder
- Saved Documents Folder
- Pure Edge Folder

or Messages

Welcome to Wide Area Workflow (WAWF)!  
Please start by selecting one of the links from the menu above.

**1. Click on the Vendor tab and select Create Document.**

1

Welcome to Wide Area Workflow (WAWF)!  
Please start by selecting one of the links from the menu above.

**1. Click on the Vendor tab and select Create Document.**



# DoDAACs Found on Contract

<b>AWARD/CONTRACT</b>		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)	RATING DO-D3	PAGE 1	OF 1	PAGES 1
2. CONTRACT (Proc. Inst. Ident.) NO. SPM4A117PA001		3. EFFECTIVE DATE 2018-02-14	4. REQUISITION/PURCHASE REQUEST/PRICING POINT NO. <b>3</b>			
5. ISSUED BY DLA AVIATION AVIATION SUPPLY CHAIN 8000 JEFFERSON DAVIS HIGHWAY RICHMOND VA 23297-5770		CODE <b>SPM4A1</b>	6. ADMINISTERED BY (if other) DLA AVIATION AVIATION SUPPLY CHAIN 8000 JEFFERSON DAVIS HIGHWAY RICHMOND VA 23297-5770		CODE <b>SPM4A1</b>	
7. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) J.G.B. ENTERPRISES, INC. 115 METROPOLITAN DR LIVERPOOL NY, 13088-5335			8. DELIVERY <input checked="" type="checkbox"/> FOB ORIGIN <input type="checkbox"/> OTHER (See below)			
<b>1. Pay DoDAAC 2. Issue By DoDAAC 3. Admin By DoDAAC</b>			9. DISCOUNT FOR PROMPT PAYMENT			
			10. SUBMIT INVOICES (4 copies unless otherwise specified) TO THE ADDRESS SHOWN IN			ITEM <b>1</b>
CODE 61125		FACILITY CODE				
11. SHIP TO/MARK FOR		CODE	12. PAYMENT WILL BE MADE BY DEF FIN AND ACCOUNTING SVC P.O. BOX 182317, COLUMBUS OH, 43218-2317		CODE <b>SL4701</b>	
13. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input checked="" type="checkbox"/> 10 U.S.C. 2304(c)( ) <input type="checkbox"/> 41 U.S.C. 3304(a)( )			14. ACCOUNTING AND APPROPRIATION DATA			



# Service Acceptor DoDAAC

(1) *Document type.* The Contractor shall use the following document type(s).

**2in1 Services**

*(Contracting Officer: Insert applicable document type(s).)*

*Note: If a "Combo" document type is identified but not supportable by the Contractor's business systems, an "Invoice" (stand-alone) and "Receiving Report" (stand-alone) document type may be used instead.)*

(2) *Inspection/acceptance location.* The Contractor shall select the following inspection/acceptance location(s) in WAWF, as specified by the contracting officer.

**Not Applicable**

*(Contracting Officer: Insert inspection and acceptance locations or "Not applicable.")*

(3) *Document routing.* The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table\*

Field Name in WAWF	Data to be entered in WAWF
Pay Official DoDAAC	SL4701
Issue By DoDAAC	SPM4A1
Admin DoDAAC	SPM4A1
Inspect By DoDAAC	Not Applicable
Ship To Code	Not Applicable
Ship From Code	Not Applicable
Mark For Code	Not Applicable
Service Approver (DoDAAC)	SL4703
<b>Service Acceptor (DoDAAC)</b>	<b>SL4703</b>
Accept at Other DoDAAC	Not Applicable
LPO DoDAAC	Not Applicable
DCAA Auditor DoDAAC	Not Applicable
Other DoDAAC(s)	Not Applicable



**1. Service Acceptor DoDAAC found in Routing Data Table**



# Contract Information

## Vendor Create Document

Contract No

<b>1</b> CAGE Code / DUNS / DUNS+4 / Ext. *	<b>2</b> Contractual? *	Contract Number Type	<b>3</b> Contract Number *	<b>4</b> Delivery Order	From Template? *
61125/085172005/ /	Y	DoD Contract (FAR)	SPM4A117PA001		N

\* = Required Fields

### Pre-Populate Contract Number

Contract Number begins with

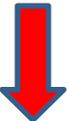
[+] Advanced Search Criteria

NOTE: You must either enter a

1. Verify CAGE code is correct.
2. Verify Y is selected for the Contractual? Field.
3. Enter the Contract Number.
4. Enter the Delivery Order (if your contract has a delivery order number you must enter it, otherwise leave field blank).
5. Click Next.

**NOTE: If you need assistance with any screen, click on the Help button for assistance.**

**5**



Next

Reset

Help





# Pay Official DoDAAC

## Vendor - Create Document

Contract >> Pay DoDAAC

INFO: Contract contains PDS data in EDA. This data will be used to pre-populate certain fields on the document.

WARNING: Changes to pre-populated values may require a Contract Modification. Please contact the cognizant Contract Administration Office listed in your contract/order for authorization prior to making any changes to the terms and conditions.

INFO: Click the Previous button or Contract >> link to enter a different Contract Number or continue creating the document.

Contractual	Reference Procurement Identifier	Contract Number Type	Contract Number	Delivery Order	CAGE	DUNS	DUNS + 4	Extension	Pay Official *
Y		DoD Contract (FAR)	SPM4A117PA001		61125	085172005			SL4701

\* = Required Fields

Select CLIN/SLIN: *	Inspect By DoDAAC	Accept By DoDAAC	Ship To DoDAAC	DCAA DoDAAC	Mark For DoDAAC	Inspection Point	Acceptance Point	Services	Supplies	FOB	Currency Code	FMS Case Identifier
<input checked="" type="checkbox"/> 0001												

1

2

Pay Official \*



1. Enter/Verify the Pay Official DoDAAC.
2. Select a CLIN (Note: If there is no checkbox, click Next to proceed).
3. Click Next.

3

Next

**NOTE: If the contract contains PDS or non-PDS data in EDA the data will be used to prepopulate certain fields. Any edits to prepopulated data will generate a 'Validation Warning Message'.**



# Select Document Type

## Create New Document

Contract >> Pay DoDAAC >> Document

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay Official	Currency Code
SPM4A117PA001			61125	085172005			SL4701	USD

\* = Required Fields

### Select Document to Create: \*

- Invoice
- Credit Invoice
- Invoice as 2-in-1 (Services Only)
- Receiving Report
- Invoice and Receiving Report (Combo)
- Repairables Receiving Report
- Invoice and Repairables Receiving Report (Combo)
- Cost Voucher (FAR 52.216-7, 52.216-13, 52.216.14, 52.232-7)



1. Click on the radio button for Invoice as 2-in-1 (Services Only).
2. Click Next.





# Complete Routing

## Vendor - Invoice 2-in-1

Contract >> Pay DoDAAC >> Document >> Routing

INFO: A Final Invoice already exists for this Contract Number and Delivery Order. You can continue creating this document, but comments will be required on the document.

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS
SPM4A001			61125	085172005

1

2

3

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

Effective Date	Issue By DoDAAC	Admin DoDAAC *	Inspect By DoDAAC / Extension
2018/02/14	SPM4A1	SPM4A1	
Service Acceptor * / Extension	Ship From Code / Extension		
SL4703			

4

Next  R  Help

1. Enter/Verify the Effective Date. *Note: Effective Date refers to the delivery order date or contract issue date.*
2. Enter/Verify the Issue By DoDAAC.
3. Enter/Verify the Admin DoDAAC.
4. Enter/Verify Service Acceptor.
5. Click Next.



# Header Tab

## Vendor - Invoice 2-in-1

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

<b>Header</b>	Accounts	Comments	Line Item	Attachments	Misc. Amounts	Preview Document
---------------	----------	----------	-----------	-------------	---------------	------------------

WARNING: The data in this document was populated based upon CLIN level contract data within the EDA system. Please ensure that you have updated all applicable data to reflect desired values for this submission.  
 WARNING: The Invoice Date has been pre-populated from the WAWF system server.  
 ERROR: This document contains errors in the following Tab(s) - Line Item

single \* = Required Fields on Submit; double \*\* = Required Fields on Submit, saving draft document, and tabbing

Contract Number SPM4A117PA001	Delivery Order <b>1</b>	Reference Procurement Identifier	Effective Date 2021/02/14
Contract Number Type DoD Contract	Invoice Number ** INV0001	Invoice Date * (WAWF System Server Date) 2021/06/02	Final Invoice * N
Shipment Number ** DLA0001	Shipment Date * YYYY/MM/DD	Final Shipment N	<b>5</b>
Billing/Account Number	Period of Performance From Date 2021/05/01	Period of Performance To Date 2021/05/31	<b>6</b>
Currency Code USD	Document Total (\$)		

1. Enter an Invoice Number.
2. Select Y/N from Final Invoice drop-down.
3. Enter a Shipment Number.
4. Enter Shipment Date (enter the date services are completed).
5. Select Y/N from Final Shipment drop-down.
6. Enter Period of Performance From – To Dates.

**NOTE: The shipment number is not found on the contract. It is a vendor generated number for tracking purposes. We recommend taking the first 3 letters of your company followed by 0001 and incrementing for each additional shipment against the order. For the final shipment the 8th position should be Z. For example, your shipment number could be ABC0001 or ABC001Z if you are shipping in full.**



# Line Item Tab

## Vendor - Invoice 2-in-1

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

At least one Line Item is required

### Line Item Details

Item No.	Product/Service ID	Qualifier	Qty. Shipped	Unit of Measure	UofM Code	Unit Price (\$)	Amount (\$)	Actions
0001				Months	MO			<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Add"/>

1. Click on the Line Item tab.
2. Select the Edit link. *NOTE: Select 'Add' to add a line item (if blank).*



# Edit CLIN/SLIN

## Vendor - Invoice 2-in-1

CLIN 1 MILSTRIP 2 3

single \* - Required Fields when saving line item; double \*\* - Required Fields when saving line item, saving draft document, and tabbing.

Item No. ** 0001	Product/Service ID * SERVICES	Product/Service ID Qualifier * VP - VENDORS (SELLER'S) PART NUMBER	
Qty. Shipped * 1	Unit of Measure * MO-Months	Unit Price (\$) * 500.00	Amount (\$) 500.00
AAI 027012	SDN	ACRN AP	PR Number
GF 7 N	Advice Code		
Description * SERVICES			

8 Save CLIN/SLIN Previous Help

1. Enter Item No.
2. Enter Product/Service ID.
3. Select Product/Service ID Qualifier from drop-down.
4. Enter Qty. Shipped.
5. Enter Unit of Measure.
6. Enter Unit Price.
7. Enter Description.
8. Click Save CLIN/SLIN.



# Upload Attachments (as needed)

## Vendor - Invoice 2-in-1

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

Header | Addresses | Discounts | Comments | Line Item | **Attachments** | Review Document

WARNING: The Invoice Date has been pre-populated from the Contract.

**WARNING: WAWF is designated for Sensitive Information. Do NOT enter classified information in this system.**

There is an attachment size limit of 5MB, attachments over 5MB will be rejected.

Attachment

**Choose File** | No file | **Upload**

Attachments Name	Actions
------------------	---------

Open

Testing Vendor Docs

Organize | New folder

Name	Date modified	Type	Size
[Yellow box with instructions: 1. Select the Attachments tab. 2. Click Choose File. 3. Locate file and click Open. 4. Click Upload.]			

File name: Attachment5mb.doc

All Files | **Open** | Cancel

Attachment

Choose File | POD.pdf | **Upload**

Attachments Name	Actions
------------------	---------

**NOTE: The attachment file name cannot have spaces or special characters.**

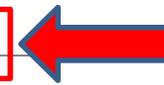


# Preview and Submit

1

## Vendor - Invoice 2-in-1

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture



Expand All Collapse All

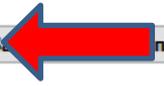
WARNING: The Invoice Date has been pre-populated from the WAWF system server.

### [+]Document Information

Contract Number Type	Contract Number	Delivery Order	Reference Procurement Id
DoD Contract (FAR)	SPM4A117PA001		
Invoice Number	Invoice Date	Final Invoice?	
INV0001	2021/06/02		
Summary of Detail Level Information			
1 CLIN/SLIN(s)			
0 Miscellaneous Amount(s)			
Shipment Number			
DLA0001			
Billing/Account Number		Period of Performance From Date	
		2021/05/01	

1. Select the Preview Document tab to verify data.
2. Click Submit.

2



**NOTE: Be advised when creating documents in WAWF, validation warnings will appear with regard to prepopulated data. These validation warnings do not prevent the submission of a document in WAWF. The warnings are intended to prompt users to verify data before taking action.**



# Success Message

## Success

**The Invoice 2-in-1 (Services Only) was successfully submitted.**

Contract Number	Delivery Order	Shipment Number	Invoice Number
SPM4A117PA001		DLA0001	INV0001

Email sent to Vendor: dlawwf@hotmail.com

Email sent to Vendor: spirit\_undel@ecedi.nit.disa.mil

Email sent to Acceptor: Acceptor@dla.mil

Email sent to Contracting Office: dfas.cleveland-oh.jjh.mbx.hq-wawf@mail.mil

Email sent to Contracting Office: dlawwf@hotmail.com

[Send Additional Email Notifications](#)



1. Select link to send additional email notifications (optional).
2. Click Return to create additional documents.

[Return](#)





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VIEW SYSTEM MESSAGES

## Consent Required

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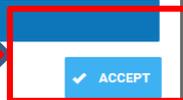
You are accessing a U.S. Government (USG) information system (IS) that is provided for USG authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions: The USG routinely intercepts and monitors communications occurring on this IS for 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: Use of Back Button

Please DO NOT use the browser BACK BUTTON within the Procurement Integrated Enterprise Environment applications, the use of the browser's BACK BUTTON is not supported within the Procurement Integrated Enterprise Environment 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 Procurement Integrated Enterprise Environment 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.

I have read and understand the terms and conditions for use of this website.

1



**1. Click the Accept button.**

remaining certificates on the CAC / PIV.

User ID

Get help with CAC / PIV Login

LOG IN

FIND GAM/CAM

Find My User ID | Reset My Password

New to PIEE? Start the registration process.  
New Federal Customer? See how to get started.



# Log In

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VIEW SYSTEM MESSAGES

**Critical! Action Required!** THIS IS A TEST FOR OAT II (2019-JUL-15 00:00 MST) System: All, Message For: All Users [READ](#) [DISMISS](#)

1. Enter Vendor User ID.
2. Enter Vendor Password.
3. Click LOG IN.

### Log in with Certificate

DoD users must use the Identity Certificate and not any of three remaining certificates on the CAC / PIV.

LOG IN WITH CAC / PIV

[Get help with CAC / PIV Login](#)

[FIND GAM/CAM](#)

Info: You have successfully logged out of the Procurement Integrated Enterprise Environment. For Security reasons, exit your web browser.

### Log in with User ID

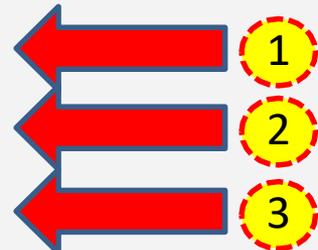
User ID  
DLAVEND98

Password  
.....

LOG IN

[Find My User ID](#) | [Reset My Password](#)

[New to PIEE? Start the registration process.](#)  
[New Federal Customer? See how to get started.](#)





# WAWF

Welcome to Procurement Integrated Enterprise Environment

## Post Award Admin



Contracting  
Communication Module



Electronic Document  
Access



Wide Area Workflow



myInvoice

**1. Click on the WAWF icon.**



# Create Document

**WAWF**

User Energy Lab POC **Vendor** Documentation Lookup Exit

**Create Document**

- History Folder
- MyInvoice History Folder
- Rejected Receiving Reports Folder
- Rejected Invoices Folder
- Correction Required Folder
- Documentation Required Folder
- Saved Documents Folder
- Pure Edge Folder

or Messages

Welcome to Wide Area Workflow (WAWF)!  
Please start by selecting one of the links from the menu above.

**1. Click on the Vendor tab and select Create Document.**

1

Welcome to Wide Area Workflow (WAWF)!  
Please start by selecting one of the links from the menu above.

**1. Click on the Vendor tab and select Create Document.**



# DoDAACs Found on Contract

<b>AWARD/CONTRACT</b>		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)	RATING DO-D3	PAGE 1	OF 1	PAGES 1
2. CONTRACT (Proc. Inst. Ident.) NO. SPM4A117PA001		3. EFFECTIVE DATE 2018-02-14	4. REQUISITION/PURCHASE REQUEST/PRICING POINT NO. <b>3</b>			
5. ISSUED BY DLA AVIATION AVIATION SUPPLY CHAIN 8000 JEFFERSON DAVIS HIGHWAY RICHMOND VA 23297-5770		CODE SPM4A1	6. ADMINISTERED BY (if other) DLA AVIATION AVIATION SUPPLY CHAIN 8000 JEFFERSON DAVIS HIGHWAY RICHMOND VA 23297-5770		CODE SPM4A1	
7. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) J.G.B. ENTERPRISES, INC. 115 METROPOLITAN DR LIVERPOOL NY, 13088-5335			8. DELIVERY <input checked="" type="checkbox"/> FOB ORIGIN <input type="checkbox"/> OTHER (See below)			
<div style="background-color: yellow; padding: 10px; text-align: center;"> <b>1. Pay DoDAAC</b>  <b>2. Issue By DoDAAC</b>  <b>3. Admin By DoDAAC</b> </div>			9. DISCOUNT FOR PROMPT PAYMENT			
			10. SUBMIT INVOICES (4 copies unless otherwise specified) TO THE ADDRESS SHOWN IN			ITEM <b>1</b>
CODE 61125		FACILITY CODE		11. SHIP TO/MARK FOR CODE		
				12. PAYMENT WILL BE MADE BY DEF FIN AND ACCOUNTING SVC P.O. BOX 182317, COLUMBUS OH, 43218-2317		
13. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input checked="" type="checkbox"/> 10 U.S.C. 2304(c)( ) <input type="checkbox"/> 41 U.S.C. 3304(a)( )				14. ACCOUNTING AND APPROPRIATION DATA		



# DCAA Auditor

(1) *Document type.* The Contractor shall use the following document type(s).

**Cost Voucher**

*(Contracting Officer: Insert applicable document type(s).)*

*Note: If a "Combo" document type is identified but not supportable by the Contractor's business systems, an "Invoice" (stand-alone) and "Receiving Report" (stand-alone) document type may be used instead.)*

(2) *Inspection/acceptance location.* The Contractor shall select the following inspection/acceptance location(s) in WAWF, as specified by the contracting officer.

**Not Applicable**

*(Contracting Officer: Insert inspection and acceptance locations or "Not applicable.")*

(3) *Document routing.* The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table\*

Field Name in WAWF	Data to be entered in WAWF
Pay Official DoDAAC	SL4701
Issue By DoDAAC	SPM4A1
Admin DoDAAC	SPM4A1
Inspect By DoDAAC	Not Applicable
Ship To Code	Not Applicable
Ship From Code	Not Applicable
Mark For Code	Not Applicable
Service Approver (DoDAAC)	SL4703
Service Acceptor (DoDAAC)	SL4703
Accept at Other DoDAAC	Not Applicable
LPO DoDAAC	Not Applicable
DCAA Auditor DoDAAC	HAA444
Other DoDAAC(s)	Not Applicable



**1. DCAA Auditor DoDAAC  
2. Service Acceptor DoDAAC found in Routing Data Table**



# Contract Information

Vendor Create Document

Contract Info

1

2

3

4

CAGE Code / DUNS / DUNS+4 / Ext. *	Contractual? *	Contract Number Type	Contract Number *	Delivery Order	From Template? *
61125/085172005/ /	Y	DoD Contract (FAR)	SPM4A117PA001		N

\* = Required Fields

Pre-Populate Contract Number

Contract Number begins with

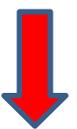
[+] Advanced Search Criteria

NOTE: You must either enter a

1. Verify CAGE code is correct.
2. Verify Y is selected for the Contractual? Field.
3. Enter the Contract Number.
4. Enter the Delivery Order (if your contract has a delivery order number you must enter it, otherwise leave field blank).
5. Click Next.

**NOTE: If you need assistance with any screen, click on the Help button for assistance.**

5



Next Reset Help





# Pay Official DoDAAC

## Vendor - Create Document

Contract >> Pay DoDAAC

INFO: Contract contains PDS data in EDA. This data will be used to pre-populate certain fields on the document.

WARNING: Changes to pre-populated values may require a Contract Modification. Please contact the cognizant Contract Administration Office listed in your contract/order for authorization prior to making any changes to the terms and conditions.

INFO: Click the Previous button or Contract >> link to enter a different Contract Number or continue creating the document.

Contractual	Reference Procurement Identifier	Contract Number Type	Contract Number	Delivery Order	CAGE	DUNS	DUNS + 4	Extension	Pay Official *
Y		DoD Contract (FAR)	SPM4A117PA001		61125	085172005			SL4701

\* = Required Fields

Select CLIN/SLIN: *	Inspect By DoDAAC	Accept By DoDAAC	Ship To DoDAAC	DCAA DoDAAC	Mark For DoDAAC	Inspection Point	Acceptance Point	Services	Supplies	FOB	Currency Code	FMS Case Identifier
<input checked="" type="checkbox"/> 0001												

1

2

Pay Official \*



1. Enter/Verify the Pay Official DoDAAC.
2. Select a CLIN (Note: If there is no checkbox, click Next to proceed).
3. Click Next.

3

Next

**NOTE: If the contract contains PDS or non-PDS data in EDA the data will be used to prepopulate certain fields. Any edits to prepopulated data will generate a 'Validation Warning Message'.**



# Select Document Type

## Create New Document

[Contract](#) >> [Pay DoDAAC](#) >> Document

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension
SPM4A117PA001			61125	085172005		

\* = Required Fields

### Select Document to Create: \*

- Invoice
- Credit Invoice
- Invoice as 2-in-1 (Services Only)
- Receiving Report
- Invoice and Receiving Report (Combo)
- Repairables Receiving Report
- Invoice and Repairables Receiving Report (Combo)
- Cost Voucher (FAR S

1. Click on the radio button for Cost Voucher.
2. Select Final Voucher N.
3. Click Next.

6-13, 14, 52.232-7) Final Voucher: \*



# Complete Routing

## Vendor - Cost Voucher

Contract >> Pay DoDAAC >> Document >> Routing

INFO: A Final Invoice already exists for this Contract Number and Delivery Order. You can continue creating this document, but comments will be required on the document.

Contract Number

Delivery Order

Reference Procurement Identifier

SPM4A117PA001

1

2

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

Effective Date

Issue By DoDAAC

Admin DoDAAC \*

DCAA Auditor DoDAAC \* / Extension

2018/02/14

SPM4A1

SPM4A1

HAA444

Service Approver \* / Extension

SL4703

5

3

4

1. Enter/Verify the Effective Date.
2. Enter/Verify the Issue By DoDAAC.
3. Enter/Verify the Admin DoDAAC.
4. Enter/Verify the DCAA Auditor DoDAAC.
5. Enter/Verify the Service Approver DoDAAC.
6. Click Next.

Next

Previous

Reset

Help

6



# Header Tab

## Vendor - Cost Voucher

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

- Header
- Addresses
- Discounts
- Comments
- Line Item
- Misc. Amounts
- Attachments
- Preview Document

WARNING: The data in this document was populated based upon CLIN level contract data within the EDA system. Please ensure that you have updated all applicable data to reflect desired values for this submission.  
 WARNING: The Voucher Date has been pre-populated from the WAWF system server.

single \* = Required Fields on Submit; double \*\* = Required Fields on Submit, saving draft document, and tabbing.

Contract Number	De <b>1</b> order	Reference Procurement Identifier	Effective Date	CAGE Code/Ext.	Pay DoDAAC
SPM4A117PA001			2018/02/14	61125	SL4701
Contract Number Type	Voucher Number **	Voucher Date * (WAWF System Server Date)	Final Voucher	<b>2</b>	
DoD Contract (FAR)	DLA0002	2021/06/03	N		
Vendor Invoice Number	Service Start Date *	Service End Date *	<b>3</b>		
	2021/05/01	2021/05/31			
Task Order	Bill of Lading Number				
Currency Code	Document Total (\$)				
USD	1.00				

1. Enter a Voucher Number.
2. Review/Verify Voucher Date.
3. Enter a Service Start Date and Service End Date.

- Submit
- Save Draft Document
- Previous
- Help



# Line Item Tab

## Vendor - Cost Voucher

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

Header | Addresses | Discounts | Comments | **Line Item** | Misc | Attachments **1** | Preview Document

WARNING: The Voucher Date has been pre-populated from the WAWF system server.

AAI

clear

At least one Line Item is required

### Line Item Details

Item No.	Product/Service ID	Qualifier	Qty. Invoiced	Unit of Measure	UofM Code	Amount Billed (\$)	Actions
0001	Test	VP	1	Monetary Value	M4	1.00	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Add</a>

1. Click on the Line Item tab.
2. Select the Edit link. *NOTE: Select 'Add' to add a line item (if blank).*



# Edit CLIN/SLIN

## Vendor - Cost Voucher

single \* = Required Fields when saving line item; double \*\* = Required Fields when saving line item, saving draft document, and tabbing.

<b>1</b> Item No. ** 0001	<b>2</b> Product/Service ID * ProductServiceID	<b>3</b> Product/Service ID Qualifier * VP - VENDORS (SELLER'S) PART NUMBER
Qty. Invoiced * 1	Unit of Measure * M4-Monetary Value	<b>4</b> Amount Billed (\$) * 7,521.00
<b>5</b> AAI	SDN	ACRN PR Number
<b>Description *</b> Description		

1. Enter Item No.
2. Enter/Verify Product/Service ID.
3. Select Product/Service ID Qualifier from drop-down.
4. Enter Amount Billed.
5. Enter/Verify Description.
6. Click Save CLIN/SLIN.

**6**

Save CLIN/SLIN    Save    Previous    Help



# Upload Attachments (as needed)

## Vendor - Cost Voucher

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

Header | Addresses | Discounts | Comments | Line Item | Misc. Amounts | **Attachments** | Payment

1

WARNING: The Voucher Date has been pre-populated from the WAWF system server.

ERROR: A Final Invoice already exists for this Contract Number and Delivery Order Number, therefore, Initiator comments are mandatory.

**WARNING: WAWF is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.**

There is an attachment size limit of 10MB, attachments over this size will be rejected.

2

Attachment

No file selected.

3

Attachments Name	Actions
<input type="text" value="Attachment5mb.docx"/>	<input type="button" value="New Attachment"/> <input type="button" value="Delete Attachment"/>

4

1. Select the Attachments tab.
2. Click Browse and select file.
3. Click Upload.
4. Once uploaded, file name will be listed under Attachments Name.

**NOTE: The attachment file name cannot have spaces or special characters.**



# Preview and Submit

1

## Vendor - Cost Voucher

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

Header Addresses Discounts Comments Line Item Misc. Amounts Attachments **Preview Document**



Expand All Collapse All

WARNING: The Voucher Date has been pre-populated from the WAWF system server.

### [+] Document Information

Contract Number Type	Contract Number	Delivery Order	Reference Procurement Identifier	Effective Date
DoD Contract (FAR)	SPM4A117PA001			2018/02/14
Voucher Number	Voucher Date	Final Voucher	Invoice Received Date	Effective Date
DLA0002	2021/06/03	N		
Vendor Invoice Number	Service Start Date	Service End Date	Effective Date	
	2021/05/01	2021/05/31		
Task Order	Bill of Lading Number	Bill of Lading Type		

1. Select the Preview Document tab to verify data.
2. Click Submit.

**NOTE: Be advised when creating documents in WAWF, validations warnings will appear with regard to prepopulated data. These validation warnings do not prevent the submission of a document in WAWF. The warnings are intended to prompt users to verify data before taking action.**

2

**Submit** Submit





# Success Message

## Success

**The Cost Voucher (Interim New Contractor) was successfully submitted.**

Contract Number	Delivery Order	Voucher Number
SPM4A117PA001		DLA0002

Email sent to Vendor: dlawawf@hotmail.com

Email sent to Vendor: Vendor@vendor.com

Email sent to Vendor: dlawawf@gmail.com

Email sent to Cost Voucher Approver: wawf\_undel@ecedi.nit.disa.mil

Email sent to Cost Voucher Approver: wawfgov@dcma.mil

[Send Additional Email Notifications](#)

Thu Jun 03 15:18:03 UTC 2021



1. Select link to send additional email notifications (optional).
2. Click Return to create additional documents.





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DEPT OF  
DEFENSE



U.S. AIR FORCE



U.S. NAVY

U.S. NAVY

1. Go to <https://piee.eb.mil> and select Log In.



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### Privacy Statement

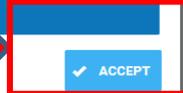
You are accessing a U.S. Government (USG) information system (IS) that is provided for USG authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions: The USG routinely intercepts and monitors communications occurring on this IS for 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: Use of Back Button

Please DO NOT use the browser BACK BUTTON within the Procurement Integrated Enterprise Environment applications, the use of the browser's BACK BUTTON is not supported within the Procurement Integrated Enterprise Environment 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 Procurement Integrated Enterprise Environment 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.

I have read and understand the terms and conditions for use of this website.

1



**1. Click the Accept button.**

remaining certificates on the CAC / PIV.

User ID

Get help with CAC / PIV Login

LOG IN

FIND GAM/CAM

Find My User ID | Reset My Password

New to PIEE? Start the registration process.  
New Federal Customer? See how to get started.



# Log In

— An official website of the United States government.



VIEW SYSTEM MESSAGES

**Critical!** Action Required! **THIS IS A TEST FOR OAT II** (2019-JUL-15 00:00 MST) System: All, Message For: All Users [READ](#) [DISMISS](#)

1. Enter Vendor User ID.
2. Enter Vendor Password.
3. Click LOG IN.

### Log in with Certificate

DoD users must use the Identity Certificate and not any of three remaining certificates on the CAC / PIV.

[LOG IN WITH CAC / PIV](#)

[Get help with CAC / PIV Login](#)

[FIND GAM/CAM](#)

**Info:** You have successfully logged out of the Procurement Integrated Enterprise Environment. For Security reasons, exit your web browser.

### Log in with User ID

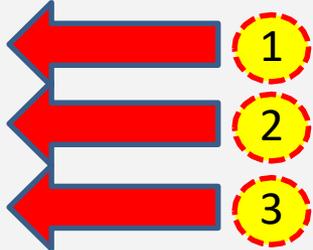
User ID  
DLAVEND98

Password  
●●●●●●●●

[LOG IN](#)

[Find My User ID](#) | [Reset My Password](#)

New to PIEE? [Start the registration process.](#)  
New Federal Customer? [See how to get started.](#)





# WAWF

Welcome to Procurement Integrated Enterprise Environment

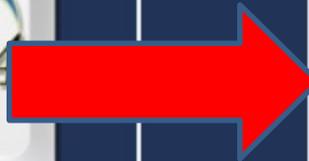
## Post Award Admin



Contracting  
Communication Module



Electronic Document  
Access



Wide Area Workflow



myInvoice

**1. Click on the WAWF icon.**



# Create Document

**WAWF**

User Energy Lab POC **Vendor** Documentation Lookup Exit

**Create Document**

- History Folder
- MyInvoice History Folder
- Rejected Receiving Reports Folder
- Rejected Invoices Folder
- Correction Required Folder
- Documentation Required Folder
- Saved Documents Folder
- Pure Edge Folder

or Messages

Welcome to Wide Area Workflow (WAWF)!  
Please start by selecting one of the links from the menu above.

**1. Click on the Vendor tab and select Create Document.**

1

Welcome to Wide Area Workflow (WAWF)!  
Please start by selecting one of the links from the menu above.

**1. Click on the Vendor tab and select Create Document.**



# DoDAACs Found on Contract

<b>AWARD/CONTRACT</b>		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)	RATING DO-D3	PAGE 1	OF 1	PAGES 1
2. CONTRACT (Proc. Inst. Ident.) NO. SPM4A117PA001		3. EFFECTIVE DATE 2018-02-14	4. REQUISITION/PURCHASE REQUEST/PRICING POINT NO. <b>3</b>			
5. ISSUED BY DLA AVIATION AVIATION SUPPLY CHAIN 8000 JEFFERSON DAVIS HIGHWAY RICHMOND VA 23297-5770		CODE SPM4A1	6. ADMINISTERED BY (if other) DLA AVIATION AVIATION SUPPLY CHAIN 8000 JEFFERSON DAVIS HIGHWAY RICHMOND VA 23297-5770		CODE SPM4A1	
7. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) J.G.B. ENTERPRISES, INC. 115 METROPOLITAN DR LIVERPOOL NY, 13088-5335			8. DELIVERY <input checked="" type="checkbox"/> FOB ORIGIN <input type="checkbox"/> OTHER (See below)			
<b>1. Pay DoDAAC 2. Issue By DoDAAC 3. Admin By DoDAAC</b>			9. DISCOUNT FOR PROMPT PAYMENT			
			10. SUBMIT INVOICES (4 copies unless otherwise specified) TO THE ADDRESS SHOWN IN			ITEM <b>1</b>
CODE 61125		FACILITY CODE				
11. SHIP TO/MARK FOR		CODE	12. PAYMENT WILL BE MADE BY DEF FIN AND ACCOUNTING SVC P.O. BOX 182317, COLUMBUS OH, 43218-2317		CODE SL4701	
13. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input checked="" type="checkbox"/> 10 U.S.C. 2304(c)( ) <input type="checkbox"/> 41 U.S.C. 3304(a)( )			14. ACCOUNTING AND APPROPRIATION DATA			



# DCAA Auditor

(1) *Document type.* The Contractor shall use the following document type(s).

**Cost Voucher**

*(Contracting Officer: Insert applicable document type(s).)*

*Note: If a "Combo" document type is identified but not supportable by the Contractor's business systems, an "Invoice" (stand-alone) and "Receiving Report" (stand-alone) document type may be used instead.)*

(2) *Inspection/acceptance location.* The Contractor shall select the following inspection/acceptance location(s) in WAWF, as specified by the contracting officer.

**Not Applicable**

*(Contracting Officer: Insert inspection and acceptance locations or "Not applicable.")*

(3) *Document routing.* The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table\*

Field Name in WAWF	Data to be entered in WAWF
Pay Official DoDAAC	SL4701
Issue By DoDAAC	SPM4A1
Admin DoDAAC	SPM4A1
Inspect By DoDAAC	Not Applicable
Ship To Code	Not Applicable
Ship From Code	Not Applicable
Mark For Code	Not Applicable
Service Approver (DoDAAC)	SL4703
Service Acceptor (DoDAAC)	SL4703
Accept at Other DoDAAC	Not Applicable
LPO DoDAAC	Not Applicable
DCAA Auditor DoDAAC	HAA444
Other DoDAAC(s)	Not Applicable



**1. DCAA Auditor DoDAAC  
2. Service Acceptor DoDAAC found in Routing Data Table**



# Contract Information

## Vendor Create Document

Contract No

<b>CAGE Code / DUNS / DUNS+4 / Ext. *</b> 61125/085172005/ /	<b>Contractual? *</b> Y	<b>Contract Number Type</b> DoD Contract (FAR)	<b>Contract Number *</b> SPM4A117PA001	<b>Delivery Order</b> 	<b>From Template? *</b> N
---	----------------------------	---	---	---------------------------	------------------------------

\* = Required Fields

Pre-Populate Contract Number

Contract Number begins with

[+] Advanced Search Criteria

NOTE: You must either enter a

1. Verify CAGE code is correct.
2. Verify Y is selected for the Contractual? Field.
3. Enter the Contract Number.
4. Enter the Delivery Order (if your contract has a delivery order number you must enter it, otherwise leave field blank).
5. Click Next.

**NOTE: If you need assistance with any screen, click on the Help button for assistance.**



Next Reset Help



# Pay Official DoDAAC

## Vendor - Create Document

Contract >> Pay DoDAAC

INFO: Contract contains PDS data in EDA. This data will be used to pre-populate certain fields on the document.

WARNING: Changes to pre-populated values may require a Contract Modification. Please contact the cognizant Contract Administration Office listed in your contract/order for authorization prior to making any changes to the terms and conditions.

INFO: Click the Previous button or Contract >> link to enter a different Contract Number or continue creating the document.

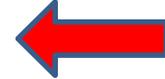
Contractual	Reference Procurement Identifier	Contract Number Type	Contract Number	Delivery Order	CAGE	DUNS	DUNS + 4	Extension	Pay Official *
Y		DoD Contract (FAR)	SPM4A117PA001		61125	085172005			SL4701

\* = Required Fields

Select CLIN/SLIN: *	Inspect By DoDAAC	Accept By DoDAAC	Ship To DoDAAC	DCAA DoDAAC	Mark For DoDAAC	Inspection Point	Acceptance Point	Services	Supplies	FOB	Currency Code	FMS Case Identifier
<input checked="" type="checkbox"/> 0001												

1

2



1. Enter/Verify the Pay Official DoDAAC.
2. Select a CLIN (Note: If there is no checkbox, click Next to proceed).
3. Click Next.

3

**NOTE: If the contract contains PDS or non-PDS data in EDA the data will be used to prepopulate certain fields. Any edits to prepopulated data will generate a 'Validation Warning Message'.**



# Select Document Type

## Create New Document

Contract >> Pay DoDAAC >> Document

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay Official	Currency Code
SPM4A117PA001								

1. Click on the radio button for Cost Voucher.
2. Select Final Voucher Y.
3. Click Next.

\* = Required Fields

### Select Document to Create: \*

- Invoice
- Credit Invoice
- Invoice as 2-in-1 (Services Only)
- Receiving Report
- Invoice and Receiving Report (Combo)
- Reparables Receiving Report
- Invoice and Reparables Receiving Report (Combo)
- Cost Voucher (FAR 52.214-7, 52.232-7)

Final Voucher: \*

1

2

3



# Complete Routing

## Vendor - Cost Voucher

Contract >> Pay DoDAAC >> Document >> Routing

INFO: A Final Invoice already exists for this Contract Number and Delivery Order. You can continue creating this document, but comments will be required on the document.

Contract Number

Delivery Order

Reference Procurement Identifier

SPM4A117PA001

1

2

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

Effective Date

Issue By DoDAAC

Admin DoDAAC \*

DCAA Auditor DoDAAC \* / Extension

2018/02/14

SPM4A1

SPM4A1

HAA444

Service Approver \* / Extension

SL4703

5

3

4

1. Enter/Verify the Effective Date.
2. Enter/Verify the Issue By DoDAAC.
3. Enter/Verify the Admin DoDAAC.
4. Enter/Verify the DCAA Auditor DoDAAC.
5. Enter/Verify the Service Approver DoDAAC.
6. Click Next.

Next

Previous

Reset

Help

6



# Header Tab

## Vendor - Cost Voucher

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

- Header
- Addresses
- Discounts
- Comments
- Line Item
- Misc. Amounts
- Attachments
- Preview Document

WARNING: The data in this document was populated based upon CLIN level contract data within the EDA system. Please ensure that you have updated all applicable data to reflect desired values for this submission.  
 WARNING: The Voucher Date has been pre-populated from the WAWF system server.

single \* = Required Fields on Submit; double \*\* = Required Fields on Submit, saving draft document, and tabbing.

<b>Contract Number</b>	<b>De</b> <b>1</b> <b>Order</b>	<b>Reference Procurement Identifier</b>	<b>Effective Date</b>	<b>CAGE Code/Ext.</b>	<b>Pay DoDAAC</b>
SPM4A117PA001			2018/02/14	61125	SL4701
<b>Contract Number Type</b>	<b>Voucher Number **</b>	<b>Voucher Date * (WAWF System Server Date)</b>	<b>Final Voucher</b> <b>2</b>		
DoD Contract (FAR)	DLA0002	2021/06/03	N		
<b>Vendor Invoice Number</b>	<b>Service Start Date *</b>	<b>Service End Date *</b>	<b>3</b>		
	2021/05/01	2021/05/31			
<b>Task Order</b>	<b>Bill of Lading Number</b>				
<b>Currency Code</b>	<b>Document Total (\$)</b>				
USD	1.00				

1. Enter a Voucher Number.
2. Review/Verify Voucher Date.
3. Enter a Service Start Date and Service End Date.

- Submit
- Save Draft Document
- Previous
- Help



# Line Item Tab

## Vendor - Cost Voucher

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

Header | Addresses | Discounts | Comments | **Line Item** | Misc | Attachments **1** | Preview Document

WARNING: The Voucher Date has been pre-populated from the WAWF system server.

AAI

clear

At least one Line Item is required

### Line Item Details

Item No.	Product/Service ID	Qualifier	Qty. Invoiced	Unit of Measure	UofM Code	Amount Billed (\$)	Actions
0001	Test	VP	1	Monetary Value	M4	1.00	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Add</a>

1. Click on the Line Item tab.
2. Select the Edit link. *NOTE: Select 'Add' to add a line item (if blank).*



# Edit CLIN/SLIN

## Vendor - Cost Voucher

single \* = Required Fields when saving line item; double \*\* = Required Fields when saving line item, saving draft document, and tabbing.

<b>1</b> Item No. ** 0001	<b>2</b> Product/Service ID * ProductServiceID	<b>3</b> Product/Service ID Qualifier * VP - VENDORS (SELLER'S) PART NUMBER
Qty. Invoiced * 1	Unit of Measure * M4-Monetary Value	<b>4</b> Amount Billed (\$) * 7,521.00
<b>5</b> AAI [ ]	SDN [ ]	ACRN [ ]
PR Number [ ]		
<b>6</b> Description * Description		

Save CLIN/SLIN    Save    Previous    Help

1. Enter Item No.
2. Enter/Verify Product/Service ID.
3. Select Product/Service ID Qualifier from drop-down.
4. Enter Amount Billed.
5. Enter/Verify Description.
6. Click Save CLIN/SLIN.



# Upload Attachments (as needed)

## Vendor - Cost Voucher

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

Header | Addresses | Discounts | Comments | Line Item | Misc. Amounts | **Attachments** | Payment

WARNING: The Voucher Date has been pre-populated from the WAWF system server.

ERROR: A Final Invoice already exists for this Contract Number and Delivery Order Number, therefore, Initiator comments are mandatory.

**WARNING: WAWF is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.**

There is an attachment size limit of 10MB, attachments over this size will be rejected.

### Attachment

No file selected.

Attachments Name	Actions
Attachment5mb.docx	New Attachment   Delete Attachment

1. Select the Attachments tab.
2. Click Browse and select file.
3. Click Upload.
4. Once uploaded, file name will be listed under Attachments Name.

**NOTE: The attachment file name cannot have spaces or special characters.**



# Preview and Submit

1

## Vendor - Cost Voucher

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture



Expand All Collapse All

WARNING: The Voucher Date has been pre-populated from the WAWF system server.

### [-] Document Information

Contract Number Type	Contract Number	Delivery Order	Reference Procurement Identifier	Effective Date
DoD Contract (FAR)	SPM4A117PA001			2018/02/14
Voucher Number	Voucher Date	Final Voucher	Invoice Received Date	
DLA0003Z	2021/06/03	Y		
Vendor Invoice Number	Service Start Date	Service End Date	Effective Date	
	2021/05/01	2021/05/31		
Task Order	Bill of Lading Number	Bill of Lading Type		

1. Select the Preview Document tab to verify data.
2. Click Submit.

2



**NOTE: Be advised when creating documents in WAWF, validations warnings will appear with regard to prepopulated data. These validation warnings do not prevent the submission of a document in WAWF. The warnings are intended to prompt users to verify data before taking action.**



# Success Message

## Success

**The Cost Voucher (Final) was successfully submitted.**

Contract Number	Delivery Order	Voucher Number
SPM4A117PA001		DLA0003Z

Email sent to Vendor: dlawawf@hotmail.com  
Email sent to Vendor: Vendor@vendor.com  
Email sent to Vendor: dlawawf@gmail.com  
Email sent to Acceptor: dlawawf@hotmail.com

[Send Additional Email Notifications](#)

Thu Jun 03 15:31:56 UTC 2021

1

1. Select link to send additional email notifications (optional).
2. Click Return to create additional documents.

[Return](#)

2



# Log In to create RR/Invoice COMBO

 An official website of the United States government.



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[REGISTER](#)

[LOG IN](#)

## Procurement Integrated Enterprise Environment

Enterprise services, capabilities, and systems supporting the end-to-end Procure-to-Pay (P2P) business process

[VIEW FEATURES](#)

[VIEW RESOURCES](#)

Trusted by our government



1. Go to <https://piee.eb.mil> and select Log In.



# Consent Required

An official website of the United States government.



VIEW SYSTEM MESSAGES

## Consent Required

### 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.

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I have read and understand the terms and conditions for use of this website.

1



**1. Click the Accept button**

remaining certificates on the CAC / PIV.

User ID

Get help with CAC / PIV Login

LOG IN

FIND GAM/CAM

Find My User ID | Reset My Password

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New Federal Customer? See how to get started.



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VIEW SYSTEM MESSAGES

**Critical!** Action Required! **THIS IS A TEST FOR OAT II** (2019-JUL-15 00:00 MST) System: All, Message For: All Users [READ](#) [DISMISS](#)

1. Enter Vendor User ID
2. Enter Vendor Password
3. Click LOG IN

### Log in with Certificate

DoD users must use the Identity Certificate and not any of three remaining certificates on the CAC / PIV.

[LOG IN WITH CAC / PIV](#)

[Get help with CAC / PIV Login](#)

[FIND GAM/CAM](#)

**Info:** You have successfully logged out of the Procurement Integrated Enterprise Environment. For Security reasons, exit your web browser.

### Log in with User ID

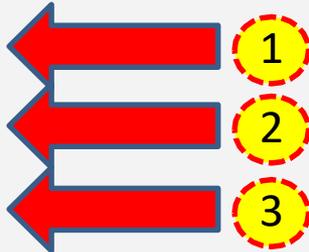
User ID  
DLAVEND98

Password  
●●●●●●●●

[LOG IN](#)

[Find My User ID](#) | [Reset My Password](#)

New to PIEE? [Start the registration process.](#)  
New Federal Customer? [See how to get started.](#)





# WAWF

Welcome to Procurement Integrated Enterprise Environment

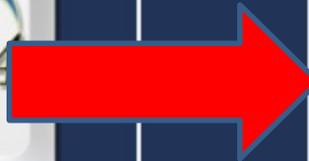
## Post Award Admin



Contracting  
Communication Module



Electronic Document  
Access



Wide Area Workflow



myInvoice

**1. Click on the WAWF icon.**



# Create Document

**WAWF**

User Energy Lab POC Vendor Documentation Lookup Exit

**Create Document**

- History Folder
- MyInvoice History Folder
- Rejected Receiving Reports Folder
- Rejected Invoices Folder
- Correction Required Folder
- Documentation Required Folder
- Saved Documents Folder
- Pure Edge Folder

or Messages

Welcome to Wide Area Workflow (WAWF)!  
Please start by selecting one of the links from the menu above.

**1. Click on the Vendor tab and select Create Document.**

1

Welcome to Wide Area Workflow (WAWF)!  
Please start by selecting one of the links from the menu above.

**1. Click on the Vendor tab and select Create Document.**



# DoDAACs Found on Contract

<b>AWARD/CONTRACT</b>		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)	RATING DO-D3	PAGE 1	OF 1	PAGES 1
2. CONTRACT (Proc. Inst. Ident.) NO. SPM4A117PA001		3. EFFECTIVE DATE 2018-02-14	4. REQUISITION/PURCHASE REQUEST/PROJECT NO. <b>3</b>			
5. ISSUED BY DLA AVIATION AVIATION SUPPLY CHAIN 8000 JEFFERSON DAVIS HIGHWAY RICHMOND VA 23297-5770		CODE SPM4A1	6. ADMINISTERED BY (if other) DLA AVIATION AVIATION SUPPLY CHAIN 8000 JEFFERSON DAVIS HIGHWAY RICHMOND VA 23297-5770		CODE SPM4A1	
7. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) J.G.B. ENTERPRISES, INC. 115 METROPOLITAN DR LIVERPOOL NY, 13088-5335			8. DELIVERY <input checked="" type="checkbox"/> FOB ORIGIN <input type="checkbox"/> OTHER (See below)			
<div style="background-color: yellow; padding: 10px; text-align: center;"> <b>1. Pay DoDAAC</b>  <b>2. Issue By DoDAAC</b>  <b>3. Admin By DoDAAC</b> </div>			9. DISCOUNT FOR PROMPT PAYMENT			
			10. SUBMIT INVOICES (4 copies unless otherwise specified) TO THE ADDRESS SHOWN IN			ITEM <b>1</b>
CODE 61125		FACILITY CODE		11. SHIP TO/MARK FOR SEE SCHEDULE, DO NOT SHIP TO THE ADDRESSES ON THIS PAGE		
CODE		CODE		12. PAYMENT WILL BE MADE BY DEF FIN AND ACCOUNTING SVC P.O. B OX 182317, COLUMBUS OH, 43218-2317		
13. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input checked="" type="checkbox"/> 10 U.S.C. 2304(c)( ) <input type="checkbox"/> 41 U.S.C. 3304(a)( )			14. ACCOUNTING AND APPROPRIATION DATA			



# Inspection and Acceptance Ship To DoDAAC

CLIN	BASIC REF CLIN	QUANTITY	UI	UNIT PRICE	DOLLAR VALUE	DELIVERY DATE
0001	0001	300.000	EA	243.00	72,900.00	2016 JUN 13

BDN:

QTY VARIANCE: PLUS 0.00% MINUS 0.00%

INSPECTION POINT: DESTINATION

ACCEPTANCE POINT: DESTINATION



1

DELIVER FOB: ORIGIN

PARCEL POST ADDRESS:

W25G1U  
 W1A8 DLA DISTRIBUTION  
 DDSP NEW CUMBERLAND FACILITY  
 2001 NORMANDY DRIVE DOOR 113 TO 134  
 NEW CUMBERLAND PA 17070-5002  
 US

FOR TRANSPORTATION ASSISTANCE SEE DLAD 52.24  
 AWARDS SEE DLAD 52.247-9059 AND  
 CONTRACT INSTRUCTIONS INSTEAD.

FREIGHT SHIPPING ADDRESS:

W25G1U  
 W1A8 DLA DISTRIBUTION  
 DDSP NEW CUMBERLAND FACILITY  
 2001 NORMANDY DRIVE DOOR 113 TO 134  
 NEW CUMBERLAND PA 17070-5002  
 US



2

**1. Inspection and  
 Acceptance  
 2. Ship To DoDAAC**



# Contract Information

## Vendor Create Document

Contract #

<b>CAGE Code / DUNS / DUNS+4 / Ext. *</b> 61125/085172005/ / ▾	<b>Contractual? *</b> Y ▾	<b>Contract Number Type</b> DoD Contract (FAR) ▾	<b>Contract Number *</b> SPM4A117PA001	<b>Delivery Order</b> <input type="text"/>	<b>From Template? *</b> N ▾
---	------------------------------	---	---	---	--------------------------------

\* = Required Fields

### Pre-Populate Contract Number

Contract Number begins with

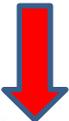
[+] Advanced Search Criteria

NOTE: You must either enter a

1. Verify CAGE code is correct.
2. Verify Y is selected for the Contractual? Field.
3. Enter the Contract Number.
4. Enter the Delivery Order (if your contract has a delivery order number you must enter it, otherwise leave field blank).
5. Click Next.

**NOTE: If you need assistance with any screen, click on the Help button for assistance.**

5



Next

Reset

Help





# Pay Official

## Vendor - Create Document

Contract >> Pay DoDAAC

INFO: Unable to retrieve PDS XML from EDA. The PDS XML was not found in EDA.

INFO: Contract contains non-PDS data in EDA. This data will be used to pre-populate certain fields on the document.

WARNING: Changes to pre-populated values may require a Contract Modification. Please contact the cognizant Contract Administration Office listed in your contract/order for authorization prior to making any changes to the terms and conditions.

INFO: Click the Previous button or Contract >> link to enter a different Contract Number or continue creating the document.

Contractual	Reference Procurement Identifier	Contract Number Type	Contract Number	Delivery Order	CAGE	DUNS	DUNS + 4	Extension	Pay Official *
Y		DoD Contract (FAR	SPM4A117PA001		61125	085172005			SL4701

\* = Required fields

Select CLIN/SLIN: *	Inspect By DoDAAC	Accept By DoDAAC	Ship To DoDAAC	DCAA DoDAAC	Mark For DoDAAC	Inspection Point	Acceptance Point	Services	Supplies	FOB	Currency Code	FMS Case Identifier
<input checked="" type="checkbox"/> 0001												

1. Enter/Verify the Pay Official DoDAAC.
2. Select a CLIN (Note: If there is no checkbox, click Next to proceed).
3. Click Next.

3

Next

**NOTE: If the contract contains PDS or non-PDS data in EDA (see *INFO* message above), the data will be used to prepopulate certain fields. Any edits to prepopulated data will generate a 'Validation Warning Message'.**



# Select Document Type

## Create New Document

[Contract](#) >> [Pay DoDAAC](#) >> Document

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay Official	Currency Code
SPM4A117PA001			61125	085172005			SL4701	USD ▼

\* = Required Fields

### Select Document to Create: \*

- Invoice
  - 1**  **Invoice and Receiving Report (Combo)**
  - Invoice as 2-in-1 (Services Only)
  - Receiving Report
  - Repairables Receiving Report
  - Invoice and Repairables Receiving Report (Combo)
  - Cost Voucher (FAR 52.216-7,
- 2** Inspection:  Acceptance:   Fast Pay (FAR 52.213-1)  FMS

1. Click on the radio button for Invoice and Receiving Report (Combo).
2. Refer to contract to determine the Inspection and Acceptance information, then use the drop-down to make a selection (do not leave blank).
3. Click Next.

**3**



# Complete Routing

## Vendor - Receiving Report and Invoice COMBO

Contract >> Pay DoDAAC >> Document >> Routing

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Inspection Point	Acceptance Point	Pay DoDAAC
SPM4A001	PA001		61125	085172005			D	D	SL4701

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

Effective Date	Issue By DoDAAC	Admin DoDAAC *	Inspect By DoDAAC / Extension	Mark For Code / Extension
2016/04/06	SPM4A1	SPM4A1		
Ship To Code * / Extension	Ship From Code / Extension	Accept By DoDAAC / Extension		
W25G1U		W25G1U		

4

1. Enter/Verify the Effective Date. *Note: Effective Date refers to the delivery order date or contract issue date.*
2. Enter/Verify the Issue By DoDAAC.
3. Enter/Verify the Admin DoDAAC.
4. Enter/Verify Ship to Code.
5. Click Next.

Next  Help



# Header Tab

## Vendor - Receiving Report and Invoice COMBO

Contract >> Pay Document >> Document >> Routing >> Data Capture

Header | Accounts | Mark For | Comments | Line Item | Pack | Attachments | Misc. Amounts | Preview CI | Preview RR

single \* = Required Fields on Submit; double \*\* = Required Fields on Submit, saving draft document, and tabbing.

Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date	Inspection Point	Acceptance Point	
SPMMA17PA001			2016/04/06	D	D	
Contract Number Type	Supplies					
DoD Contract (FAR)						
Shipment Number **	Shipment Date *	Estimated	Estimated Delivery Date	Final Shipment *		
DLA1219	2017/12/11		YYYY/MM/DD	N		
Invoice Number **	Invoice Date * (WAWF System Server Date)	Final Invoice *				
INV1219	2017/12/19	N				
Submit Transportation Data Later	Transportation Account Code	TCN	Gross Weight	Cube	FOB	Serial Shipping Container Code
Special Package Markings / Special Handling Requirements						
Transportation Leg						
Standard Ca						

1. Enter a Shipment Number.
2. Enter the Shipment Date.
3. Select Y/N from Final Shipment drop-down.
4. Enter an Invoice Number.
5. Select Y/N from Final Invoice drop-down.

**NOTE:** The shipment number is not found on the contract. It is a vendor generated number for tracking purposes. We recommend taking the first 3 letters of your company followed by 0001 and incrementing for each additional shipment against the order. For the final shipment the 8th position should be Z. For example, your shipment number could be ABC0001 or ABC001Z if you are shipping in full.



# Line Item Tab

## Vendor - Receiving Report and Invoice COMBO

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

Header | Addresses | Discounts | Mark For | Comments | **Line Item** | **1** | Misc. Amounts | Preview CI | Preview RR

At least one Line Item is required

AAI | SDN | ACRN | clear

### Special Package Markings / Special Handling Requirements

Bulky Article  
 Bunker Adjustment - 20 Foot Container  
 Bunker Adjustment - 40 Foot Container  
 Conductivity/Anti-static Additive  
 Documentation - Special  
 Electronic Equipment Transfer  
 Endorsed as Hazardous Material  
 Environmental Control Limits  
 Excessive Dimensions  
 Excessive Weight

### Other Special Package Markings / Special Handling Requirements

**1. Click on the Line Item tab.**  
**2. Select the Edit link. NOTE: Select 'Add' to add a line item (if blank).**

### Line Item Details

Item No.	Product/Service ID	Qualifier	Qty. Shipped	Unit of Measure	UofM Code	Unit Price (\$)	Amount (\$)	UID	Actions
0001				Liquid Pounds	LP	3.79554	<b>2</b>		<b>Edit</b>   Delete Add



# Edit CLIN/SLIN/ELIN

## Vendor - Receiving Report and Invoice COMBO

single \* = Required Fields when saving line item; double \*\* = Required Fields when saving line item, saving draft document, and tabbing

<b>1</b> CLIN/ELIN	UID	MILSTRIP	Batch/Lot & Shelf Life	<b>2</b>	<b>3</b>
<b>Item No. **</b> 0001	<b>Product/Service ID *</b> 3948203948239		<b>Product/Service ID Qualifier *</b> FS - NATIONAL STOCK NUMBER		
<b>Qty. Shipped *</b> 200	<b>Unit of Measure *</b> LP-Liquid Pounds	<b>NSP</b> <input type="checkbox"/>	<b>Unit Price (\$) *</b> 3.79554	<b>Amount (\$)</b> 759.11	
<b>AAI</b> 027012	<b>SDN</b>	<b>ACRN</b> AP		<b>Project Code</b>	
<b>Multiple Box Pack Indicator</b> N	<b>PR Number</b>				

1. Enter Item No.
2. Enter Product/Service ID.
3. Select Product/Service ID Qualifier from drop-down.
4. Enter Qty. Shipped.
5. Enter Unit of Measure.
6. Enter Unit Price.
7. Enter Description.
8. Click Save CLIN/SLIN/ELIN

**Special Package Markings / Special Handling Requirements**

- Bulky Article
- Bunker Adjustment - 20 Foot Container
- Bunker Adjustment - 40 Foot Container
- Conductivity/Anti-static Additive
- Documentation - Special
- Electronic Equipment Transfer
- Endorsed Hazardous Material
- Environmental Control Limits
- Excessive Dimensions
- Excessive Weight

**Description \***  
ASSEMBLY

**NOTE: To add UID, MILSTRIP, or Batch/Lot & Shelf Life, click on the corresponding tab.**

**8** Save CLIN/SLIN/ELIN Save Draft Document Previous Help



# Upload Attachments (as needed)

## Vendor - Receiving Report and Invoice COMBO

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

Header

Addresses

Mark For

Comments

Line Item

Pack

**Attachments**

ERROR: This document contains errors in the following

**WARNING: WAWF' is designated for S**

There is an attachment size limit of 5MB, attachments c

Attachment

2

Browse...

Upload

Attachments Name

Actions

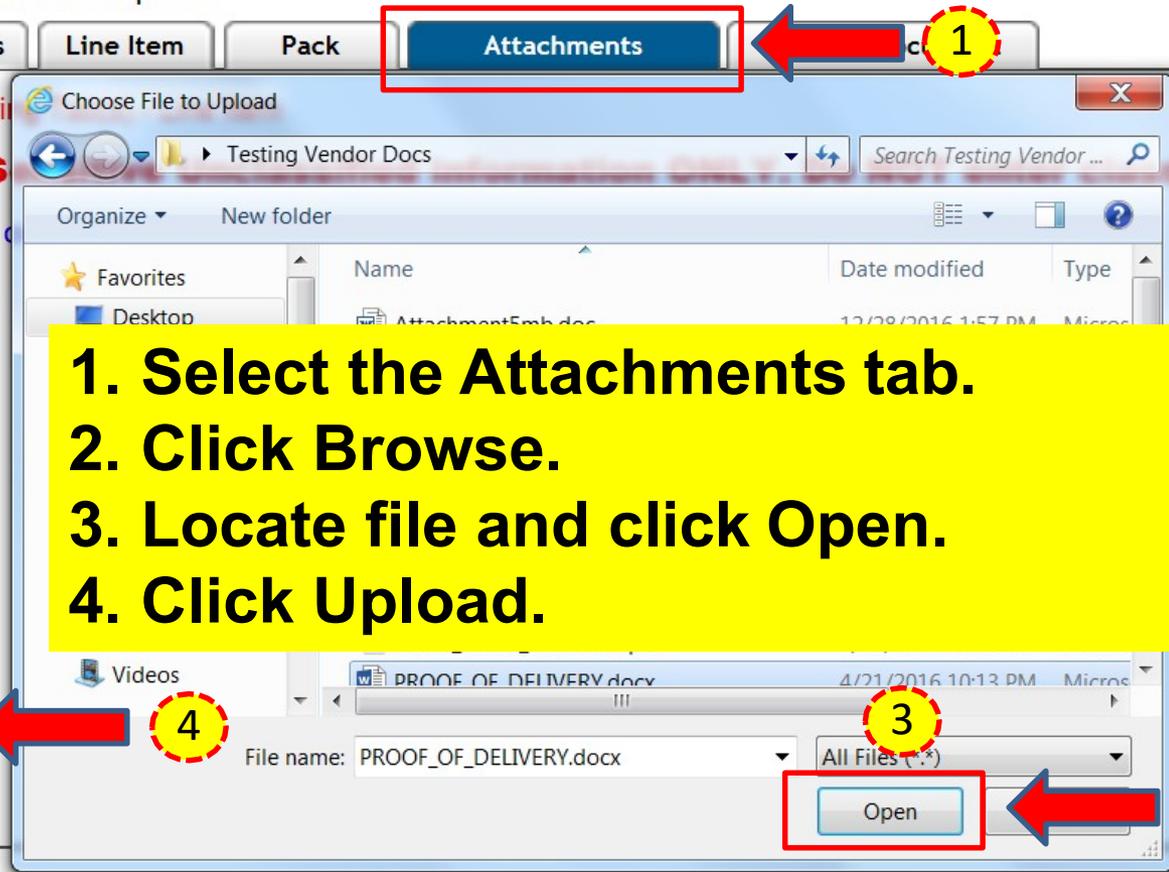
Attachment

Choose File POD.pdf

Upload

Attachments Name

Actions



1. Select the Attachments tab.
2. Click Browse.
3. Locate file and click Open.
4. Click Upload.

**NOTE: The attachment file name cannot have spaces or special characters.**



# Preview and Submit

## Vendor - Receiving Report and Invoice COMBO

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

1



[Expand All](#) [Collapse All](#)

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

### [-]Document Information

Contract Number Type	Contract Number	Delivery Order	Reference Procurement Identifier	Effective Date	Inspection Point	Acceptance Point
DoD Contract (FAR)	SPM4A117PA001			2016/04/06	D	D
Shipment Number	Shipment Date	Final Shipment				
DLA1219	2017/12/11	N				
Invoice Number		Invoice Date				
INV1219		2017/12/11				
Submit Transportation Data Later	Transportation Account Code	TCN	Gross Weight	C		
<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				

1. Select the Preview RR tab to verify data.
2. Click Submit.

**NOTE: Be advised when creating documents in WAWF, validations warnings will appear with regard to prepopulated data. These validation warnings do not prevent the submission of a document in WAWF. The warnings are intended to prompt users to verify data before taking action.**



# Success

## Success

**The Invoice and Destination Inspection and Acceptance Receiving Report were successfully submitted.  
The Invoice has been processed via EDI.**

Contract Number	Delivery Order	Shipment Number	Invoice Number
SPM4A117PA001		DLA1219	INV1219

Email sent to Vendor: dlawawf@hotmail.com  
 Email sent to Vendor: spirit\_undel@ecedi.nit.disa.mil  
 Email sent to Receiver: carrie.spann.ctr@disa.mil  
 Email sent to Acceptor: carrie.spann.ctr@disa.mil  
 Email sent to Contracting Office: dfas.cleveland-oh.jjh.mbx.hq-wawf@mail.mil  
 Email sent to Contracting Office: dlawawf@hotmail.com  
 Email sent to Vendor: dlawawf@hotmail.com  
 Email sent to Vendor: spirit\_undel@ecedi.nit.disa.mil  
 Email sent to Pay Official: dfas.cleveland-oh.jjh.mbx.hq-wawf@mail.mil  
 Email sent to Pay Official: dlawawf@hotmail.com  
 Email sent to Contracting Office: dfas.cleveland-oh.jjh.mbx.hq-wawf@mail.mil  
 Email sent to Contracting Office: dlawawf@hotmail.com

- 1. Select link to send additional email notifications (optional).**
- 2. Click Return to create additional documents.**





# Vendor Customer Support

- For **PAYMENT** issues or questions please contact the **DFAS Help Desk**:
  - Telephone: 800-756-4571
  - Submit Ticket:  
<https://corpweb1.dfas.mil/askDFAS/custMain.action?mid=5300>
- For **TECHNICAL** issues please contact the **DISA Ogden Help Desk**:
  - Telephone: 866-618-5988
  - Email: [disa.global.servicedesk.mbx.eb-ticket-requests@mail.mil](mailto:disa.global.servicedesk.mbx.eb-ticket-requests@mail.mil)
- For **ACCOUNT/LOGIN** issues please contact your **Contractor Administrator (CAM)**: <https://piee.eb.mil/xhtml/unauth/lookup/gamLookup.xhtml>
  - Note: CAMs will need to contact the DISA Ogden Help Desk.
- For **NON-TECHNICAL** issues please contact the **DLA WAWF Assistance Line**:
  - Telephone: 571-767-1915
  - Email: [wawf@dla.mil](mailto:wawf@dla.mil)

