



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



The Nation's Combat Logistics Support Agency

# Wide Area Workflow (WAWF)

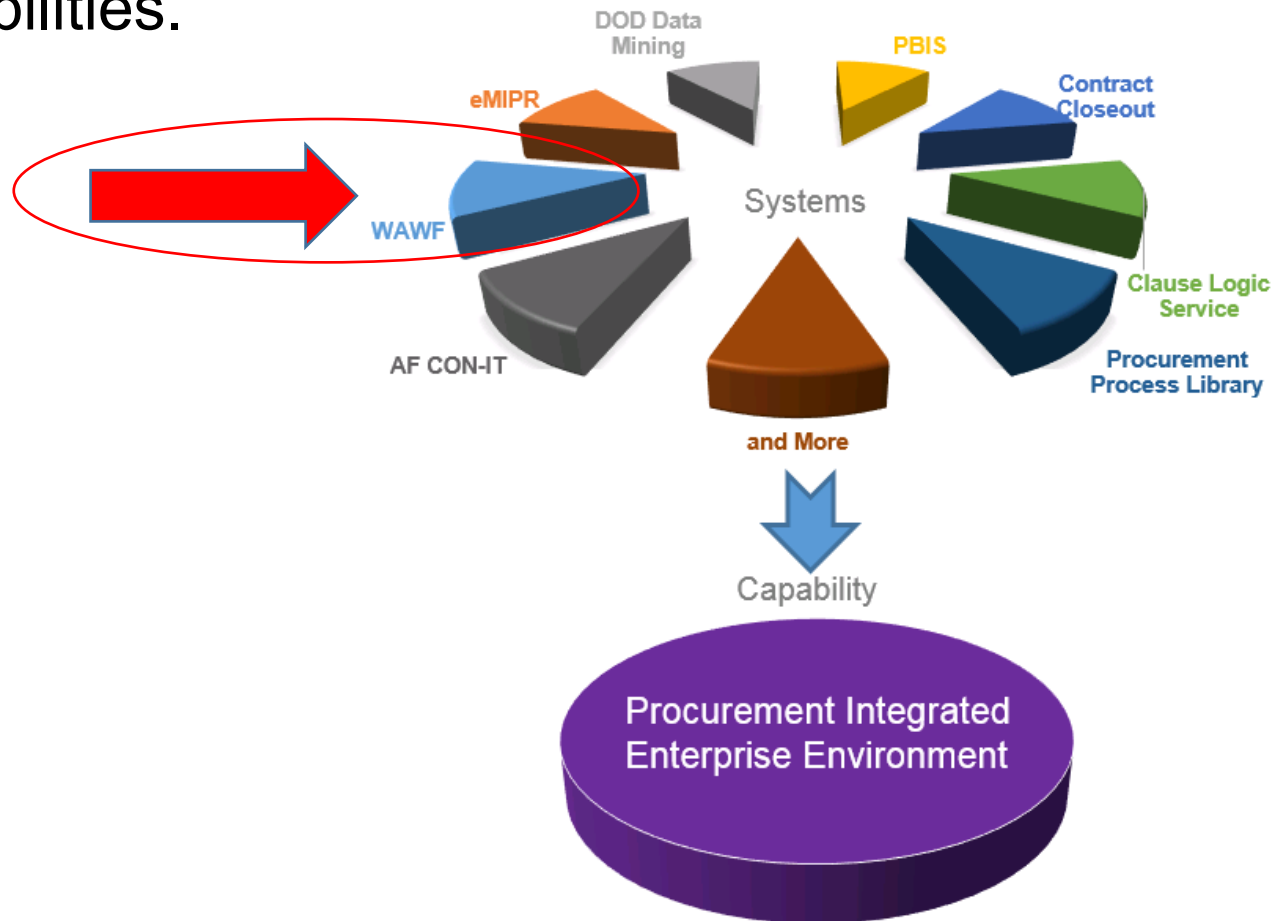
Anita Soo Hoo, WAWF POC  
June 10, 2021

WARFIGHTER ALWAYS



# Procurement Integrated Enterprise Environment (PIEE)

- PIEE: DOD and Federal one-stop-shop for procurement capabilities.





## Wide Area Workflow (WAWF)

- DOD's mandated standard application for electronic acceptance and invoicing.
  - DFARS 232.70, 252.232-7003 (Electronic Invoicing)
  - DFARS Procedures, Guidance and Instructions (PGI)232.70
  - Statutory requirement 10 USC 2227.
  - DFARS 252.232-7006 (WAWF Payment Instructions )
  - Material Inspection Receiving Reports in DFARS Appendix F.



# Wide Area Workflow (WAWF)

- DoD System; automates paper documents (invoice and DD250 – inspection/receiving report) into a ‘paperless’ web-based environment
- Electronically captures & coordinates payment information
  - Vendor submits request for payment via Web, EDI, or FTP
  - Government inspects/accepts/certifies payment
    - Electronically signed documents considered legal documents by DFAS



## Input

Contract

Invoice

Receiving Document

## Output

Vendor Payment

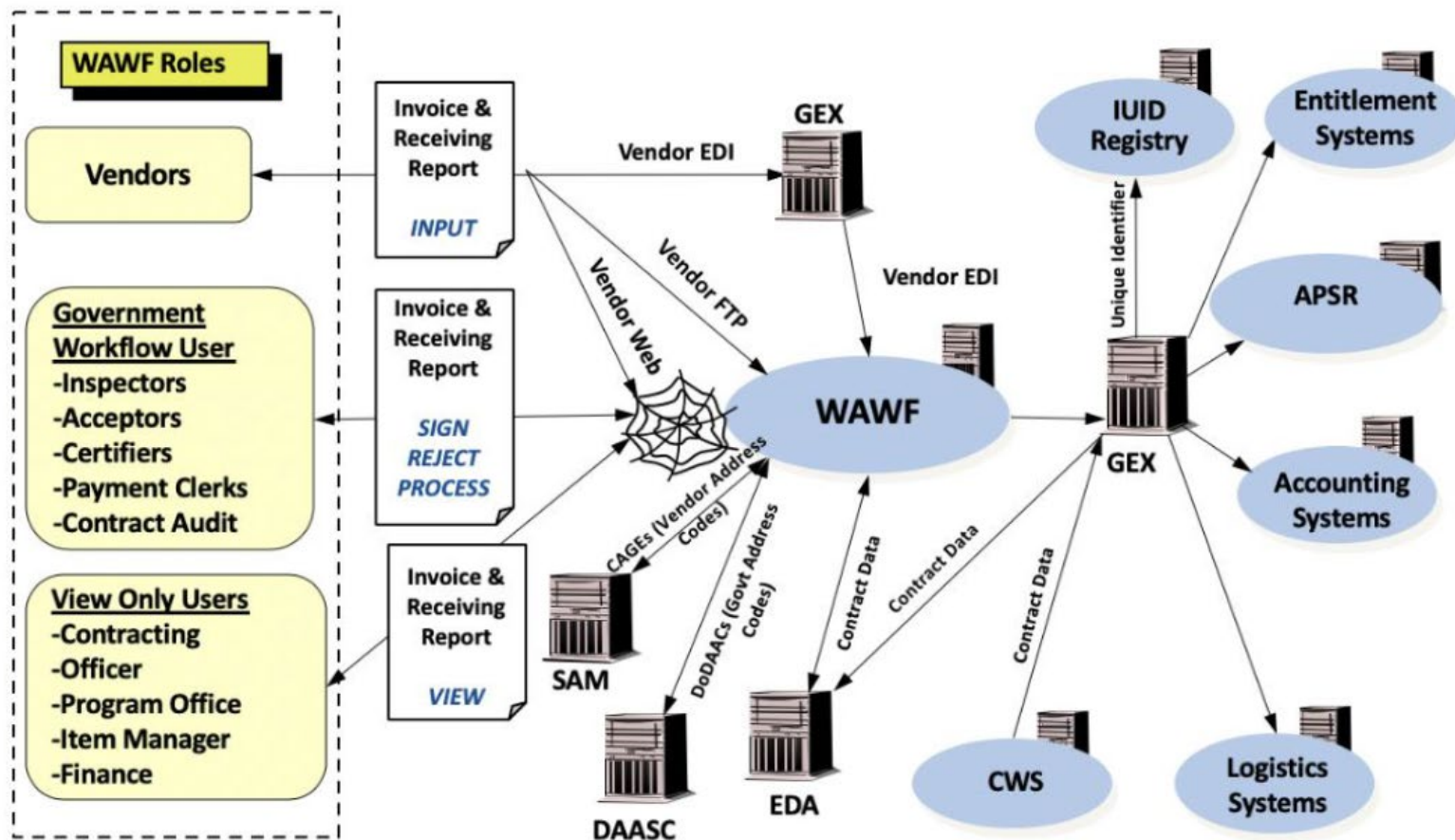


## WAWF Benefits

- Standardizes payment process across DoD; 'One Face' to industry
- Secure & Auditable Transactions
- Global Accessibility
- Timely & Accurate Payments
- Eliminates mailing, manual entry, and lost documents
- Reduces Interest Penalties



# WAWF System Architecture



*Email notices sent to next workflow user*



# How Does WAWF Work?

- DoDAAC Driven
  - Determines *WHERE* document is routed
  - Dodaacs managed in PIEE Hierarchy
- Role Based
  - Determines *WHO* has access to document
    - Vendor Roles
    - Government Roles



# WAWF Roles

- Vendor
  - Contractor Account Administrator (CAM)
    - Manages vendor accounts
    - CAM must be registered FIRST
  - Vendor Role
    - Submits documents
- Government
  - Government Account Administrator (GAM)
  - Issue or Admin View only
  - Inspector, Acceptor, Service Acceptor



# Contract/WAWF Dodaacs

## ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF

2

1. CONTRACT/PURCH ORDER/AGREEMENT NO. SPM900-03-D-9710		2. DELIVERY ORDER/CALL NO. 0335		3. DATE OF ORDER/CALL (YYYYMMDD) 20060823		4. REQUISITION/PURCH REQUEST NO 0013044435		5. PRIORITY DO-C9	
6. ISSUED BY DEF SUPPLY CTR COLUMBUS 3990 E BROAD ST PO BOX 3990 COLUMBUS OH 43218-3990 Carla Smock 614-692-7510		CODE SP0900		7. ADMINISTERED BY (IF OTHER THAN 6) DEF SUPPLY CTR COLUMBUS EQUIPMENT 3990 E BROAD ST PO BOX 3990 COLUMBUS OH 43218-3990		CODE SP0900		8. DELIVERY FOR <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)	
9. CONTRACTOR JOSLYN SUNBANK COMPANY LLC 1740 COMMERCE WAY PASO ROBLES CA 93446-3620 USA		CODE 07418		FACILITY		10. DELIVER TO FOB POINT BY (DATE) (YYYYMMDD) 20061010		11. IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED	
						12. DISCOUNT TERMS IAW Basic			
						13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Block 15			
14. SHIP TO XU DEF DIST DEPOT SAN JOAQUIN TRANSPORTATION OFFICER PO BOX 960001 STOCKTON CA 95296-0130		CODE W62G2T		15. PAYMENT WILL BE MADE BY DFAS-BVDP PO BOX 369031 COLUMBUS OH 43236-9031 TGA		CODE SL4701		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.	

## Create New Document

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

Contract Number Delivery Order CAGE Code / Ext. Pay DoDAAC

SPM90003D9710 0335 07418 SL4701

Issue Date Issue By DoDAAC Admin DoDAAC \* Inspect By DoDAAC / Ext. Mark For Code / Ext.

2006/08/23



SP0900

SP0900

Ship To Code \* / Ext.

W62G2T

Ship From Code / Ext.



#### INVOICING/BILLING INSTRUCTIONS:

This contract contains DFAR 252.232-7003 Electronic Submission of Payment Requests (May 2013). As a result and in effort towards the Department's electronic Commerce initiatives, you are required to submit invoices electronically via Wide Area Work Flow (WAWF). Guidance regarding WAWF is available.

WAWF training The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the "Web Based Training" link on the WAWF home page at <https://wawf.eb.mil/>

This guide will provide step by step instructions to walk you through the registration process and get you ready for the DFAS free on-line computer based training. You can take this training class by logging on to [www.wawftraining](http://www.wawftraining) and walking through tutorials on using the system.

Invoices shall be submitted as a 2-in-1 or Combo invoice via the internet using the Government provided WAWF Receiving/Acceptance System at <https://wawf.eb.mil>. When the 2-in-1 or Combo invoice is received, via WAWF, the Government Point of Contact will review the document and, if it is correct, accept it electronically and forward it for payment.

#### TYPE OF DOCUMENT

- ☐ Commercial Item Financing
- ☐ Construction Invoice
- ☐ Invoice and Receiving Report (Combination)
- ☒ Invoice as 2-in-1 (Services Only)
- ☐ Performance Based Payment
- ☐ Progress Payment
- ☐ Cost Voucher
- ☐ Receiving Report with Unique Identification (UID) Data

Contractors must ensure the following DoD Activity Address Codes (DoDAAC) are included on all invoices submitted for payment under this contract:

CAGE CODE: 1G8P7

PAY OFFICIAL DODAAC: SL4701

ISSUE BY DODAAC: SP4701

ADMIN BY DODAAC: SP4701

SERVICE APPROVER DODAAC: SL4730

SERVICE ACCEPTOR DODAAC: SL4730



# WAWF Routing Table

Routing Data Table\*

<i>Field Name in WAWF</i>	<i>Data to be entered in WAWF</i>
Pay Official DoDAAC	SL4701
Issue By DoDAAC	SP0900
Admin DoDAAC	SP0900
Inspect By DoDAAC	
Ship To Code	W62G2T
Ship From Code	
Mark For Code	
Service Approver (DoDAAC)	
Service Acceptor (DoDAAC)	
Accept at Other DoDAAC	
LPO DoDAAC	
DCAA Auditor DoDAAC	
Other DoDAAC(s)	



# DLA WAWF Documents Types

## Create New Document

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

Contract Number	Delivery Order	Reference Procurement Identifier
-----------------	----------------	----------------------------------

\* = 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 52.216-7, 52.216-13, 52.216.14, 52.232-7)



## Document Information

- 2-in-1
  - Services Only contracts
- Receiving Report (RR)/Invoice or COMBO
  - Material/Supply contracts
  - 2 different documents
- Cost Voucher
  - Cost Reimbursable contracts



# Contract Clauses

	Payment Type	FAR/DFAR Clause
	Commercial Item Financing	FAR 32.202-1(b): Authorization FAR 52.232-29: Terms for Financing of Purchases of Commercial Items FAR 52.232-30: Installment Payments for Commercial Items
	Construction Payment Invoice	FAR 52.232-5: Payments Under Fixed-Price Construction Contracts FAR 52.232-10: Payments Under Fixed-Price Architect-Engineer Contracts
★	Cost Voucher	FAR 52.216-7: Allowable Cost and Payment FAR 52.216-13: Allowable Cost and Payment-Facilities FAR 52.216-14: Allowable Cost and Payment-Facilities Use FAR 52.232-7: Payments under Time-and-Materials and Labor-How Contracts
	Fast Pay Invoice	FAR 52.213-1: Fast Payment Procedure
	Grants Voucher	DoDGARS 32.22: Payment DoDGARS 33.21: Payment DoDGARS 34.12: Payment
★	Invoice	FAR 32.905: Payment Documentation and Process
★	Invoice and Receiving Report (Combo)	FAR 32.905: Payment Documentation and Process DFAR Appendix F: Material Inspection and Receiving Report DFAR 252.246-7000: Material Inspection and Receiving Report
★	Invoice 2n1	FAR 32.905: Payment Documentation and Process
	Navy Construction/Facilities Management Invoice	FAR 52.232-5: Payments Under Fixed-Price Construction Contracts FAR 52.232-10: Payments Under Fixed-Price Architect-Engineer Contracts FAR 52.236-18: Work Oversight in Cost-Reimbursement Construction Contracts
	Performance Based Payment	FAR 32.1003: Criteria for Use FAR 52.232-32: Performance Based Payments
	Progress Payment	FAR 32.5: Progress Payments Based on Costs FAR 52.232-16: Progress Payments
★	Receiving Report	DFAR Appendix F: Material Inspection and Receiving Report DFAR 252.246-7000: Material Inspection and Receiving Report
	Summary Cost Voucher	FAR 52.216-7: Allowable Cost and Payment FAR 52.216-13: Allowable Cost and Payment-Facilities FAR 52.216-14: Allowable Cost and Payment-Facilities Use FAR 52.232-7: Payments under Time-and-Materials and Labor-Hour Contracts



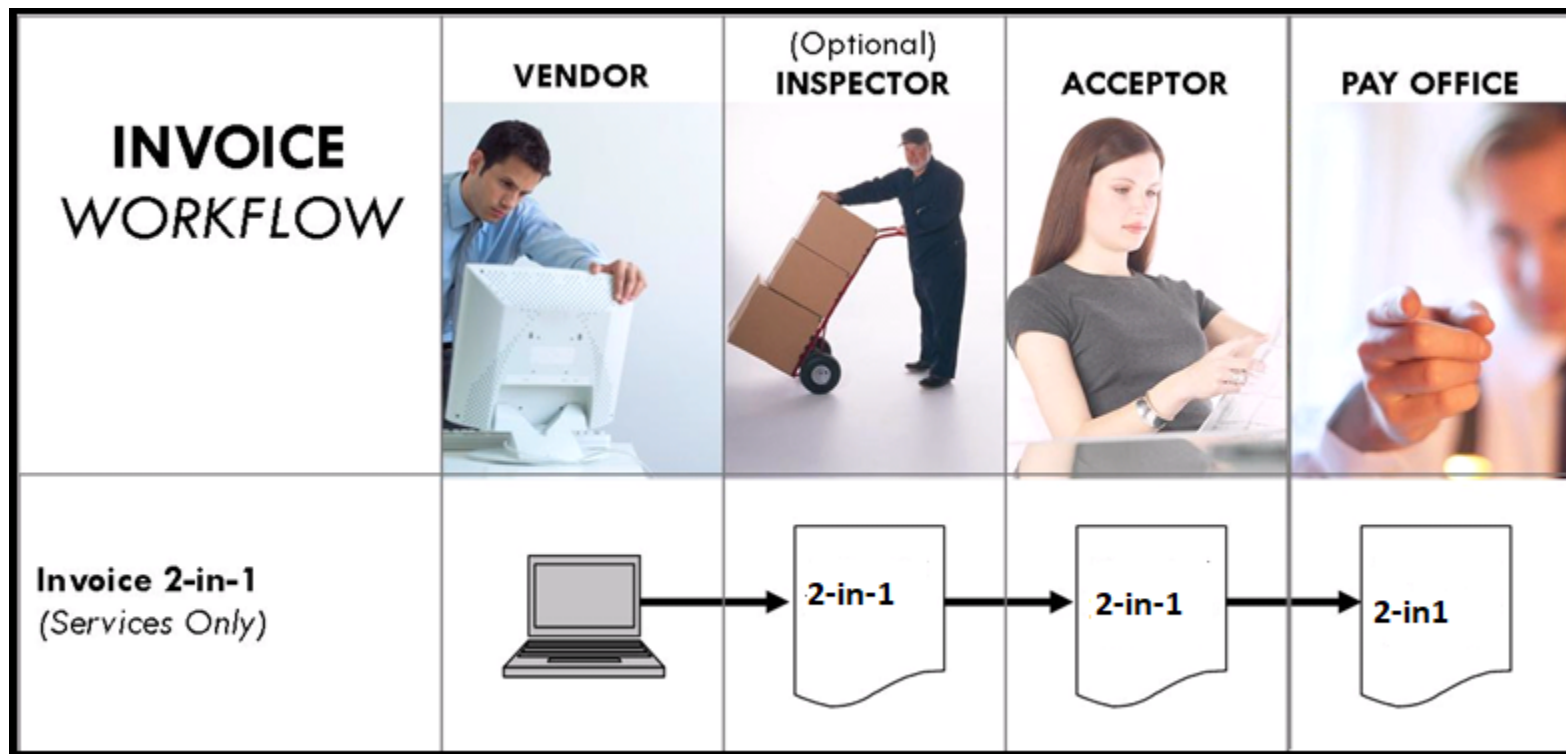
# WAWF Routing Table Doc Types

Routing Data Table\*

<i>Field Name in WAWF</i>	<i>Data to be entered in WAWF</i>
Pay Official DoDAAC	ALL
Issue By DoDAAC	ALL
Admin DoDAAC	ALL
Inspect By DoDAAC	
Ship To Code	Invoice, RR, COMBO
Ship From Code	
Mark For Code	
Service Approver (DoDAAC)	Cost Voucher
Service Acceptor (DoDAAC)	2-in-1
Accept at Other DoDAAC	
LPO DoDAAC	Navy Only
DCAA Auditor DoDAAC	Cost Voucher
Other DoDAAC(s)	



## 2-in-1 (Services Only)



**2-in-1 is one document**



# Invoice



**Invoice Workflow**



# Receiving Report



**Source/Source**

**\*Inspection and Acceptance in ONE step by INSPECTOR (DCMA QAR)**



# Receiving Report

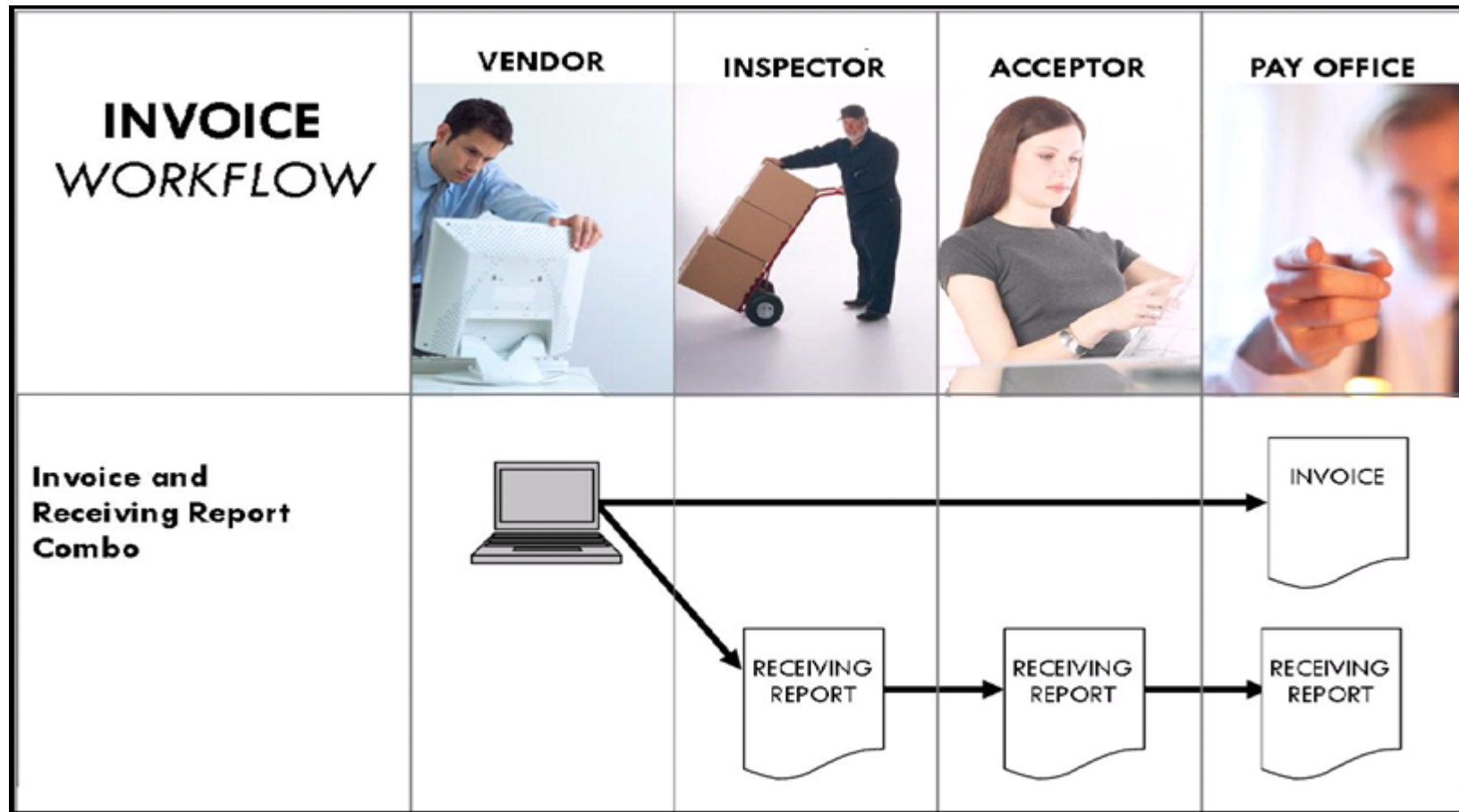


**Destination/Destination**

**\*Inspection and Acceptance in ONE step by ACCEPTOR**



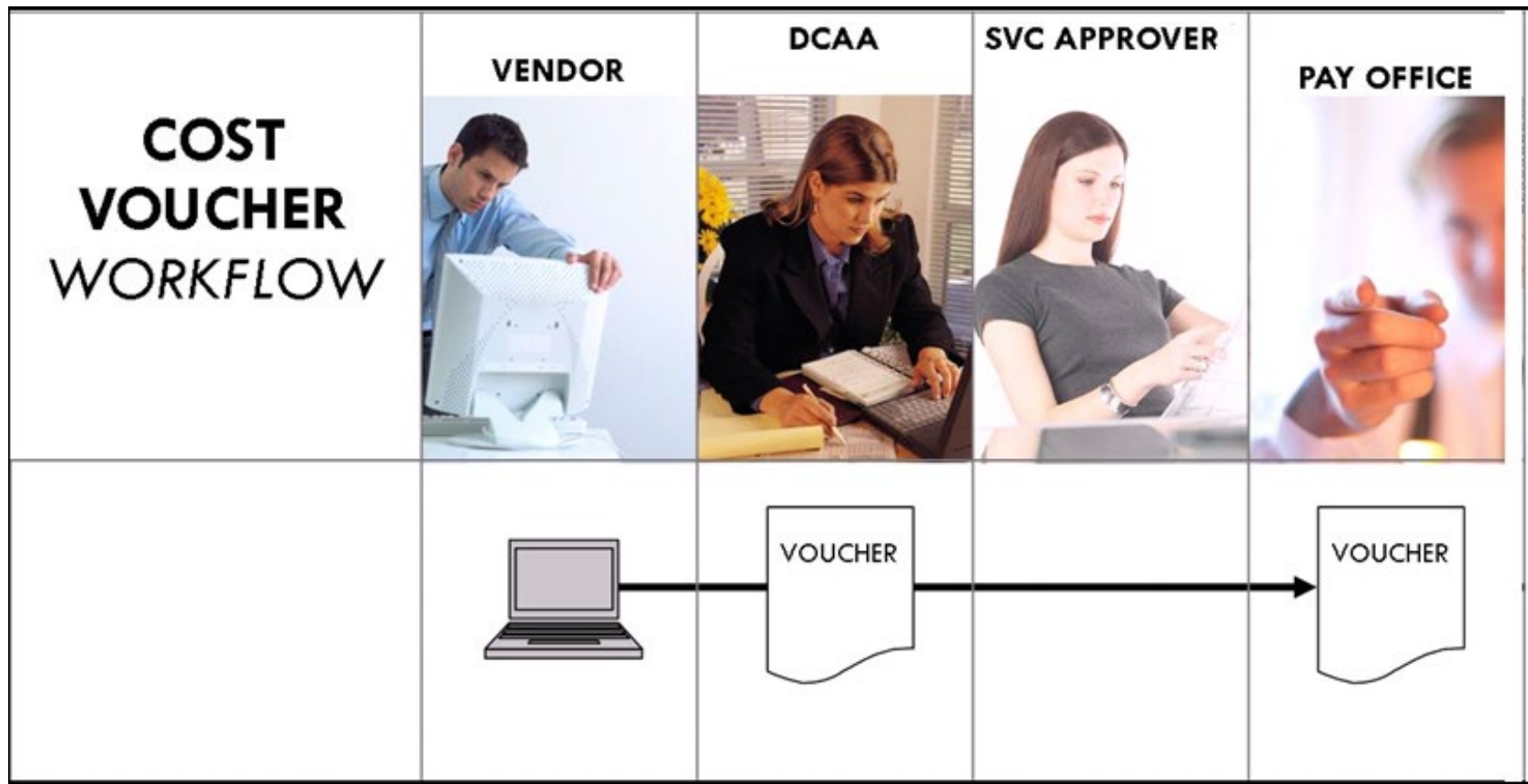
# Receiving Report/Invoice COMBO



**Invoice and Receiving Report Travel as Two Documents**



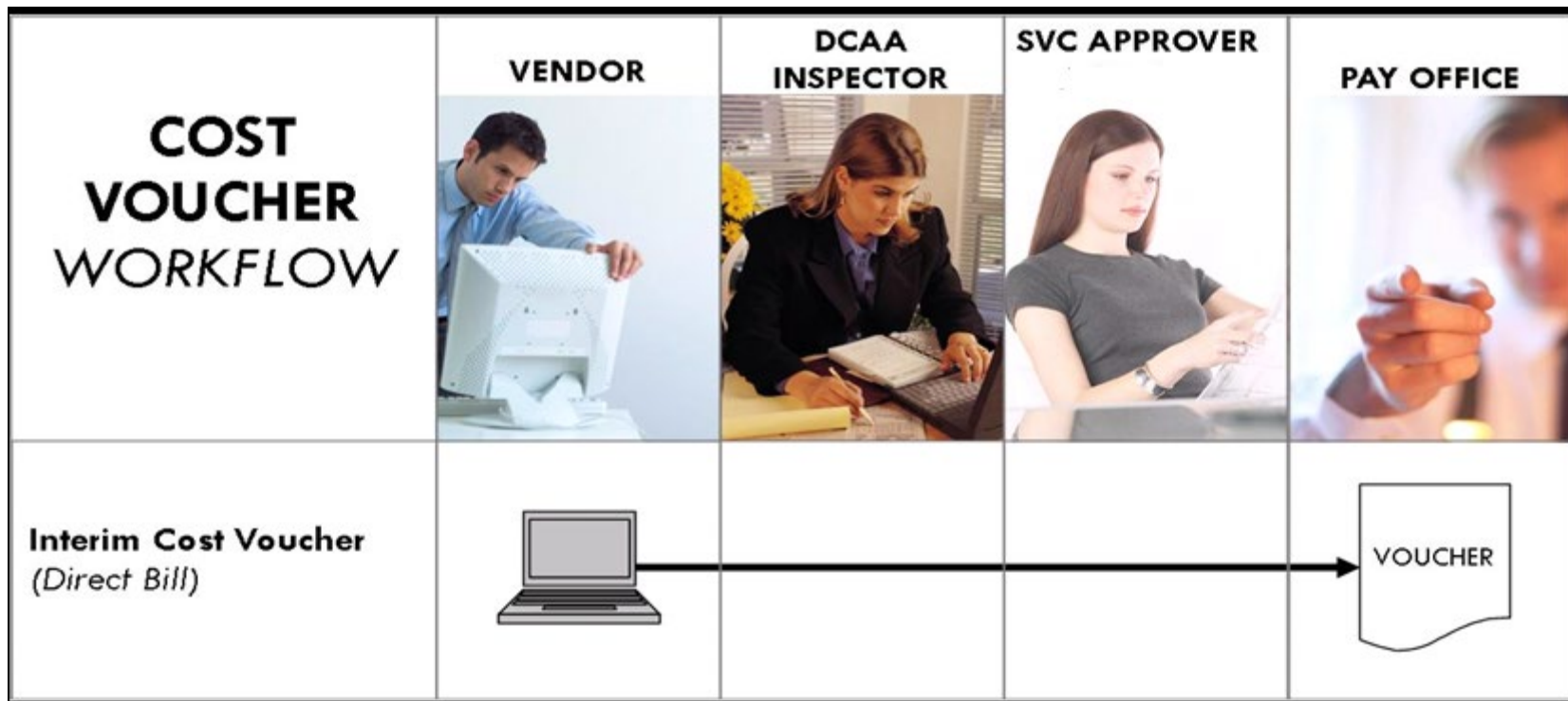
# Cost Voucher - First



**First Cost Voucher**



# Cost Voucher - Interim

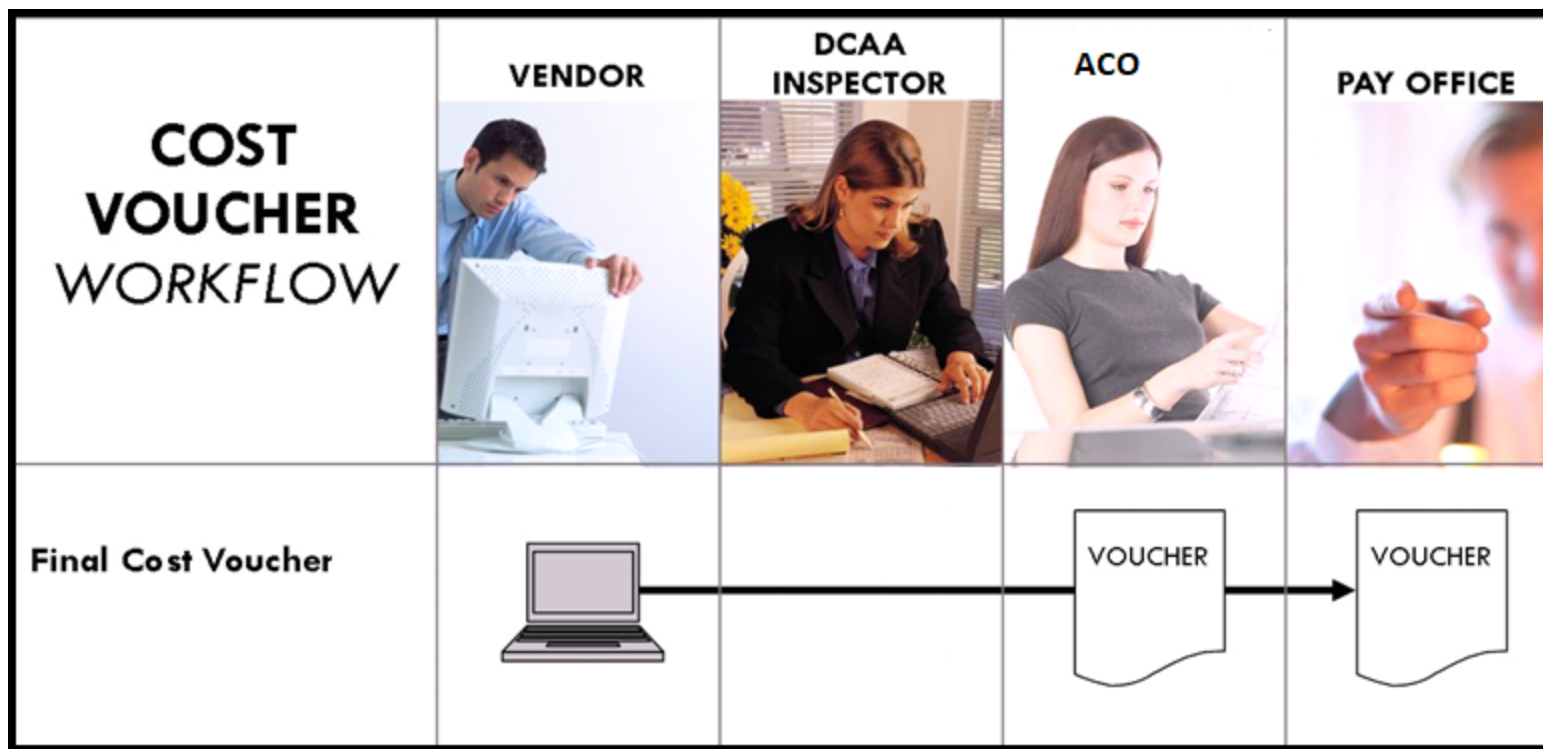


**Interim - Direct Bill**

**\*Some are pulled based on criteria determined by DCAA**



# Cost Voucher - Final



**Final Cost Voucher**



## WAWF Resources

- DLA WAWF Assistance Line
  - [WAWF@dla.mil](mailto:WAWF@dla.mil) or 571-767-1915
    - DLA vendor/gov support
- DISA Ogden
  - PIEE Helpdesk, 866-618-5988,  
[disa.global.servicedesk.mbx.eb-ticket-requests@mail.mil](mailto:disa.global.servicedesk.mbx.eb-ticket-requests@mail.mil)
    - Vendor IT support
- DLA WAWF POC
  - Anita Soo Hoo, [anita.soofoo@dla.mil](mailto:anita.soofoo@dla.mil)



# PIEE Applications

## Requirements



## Award



## Post Award Admin



## Payment



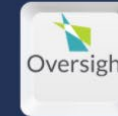
## Property Management



## Operational Support



## Purchase Card



## Security



## Other



