

## **Section 2. WAWF Roles**

### **Q. Who is the Electronic Business Point of Contact (EBPOC) and how can I find out who this is?**

A. The EBPOC is someone within the company who is assigned as the EBPOC for the government to contact for Electronic Commerce concerns. The EBPOC can be found at the Central Contractor Registration (CCR) website under CCR search: <https://www.bpn.gov/CCRSearch/Search.aspx>

### **Q. Is the ECPOC the same as the CCR POC?**

A. The CCR lists several POCs. The Electronic Business Point of Contact (EBPOC) is listed in the CCR and may be the same as the CCR POC, but may be a different person.

### **Q. What role should I register for in WAWF?**

A. First determine how you will be using WAWF.

If creating invoices, register for the role of Vendor.

If just viewing/monitoring invoices, register for the role of Vendor View Only.

If other roles, please coordinate with your organization's Group Administrator (GAM).

### **Q. How can I find out who my Group Administrator (GAM) is?**

A. If not logged in, you can find your GAM using the Group Administrator Lookup option under Help on the WAWF homepage. If logged in, you can use the Group Administrator Lookup link on the User Menu. If you are unsuccessful in finding your GAM using the Group Administrator Lookup tool, contact your appropriate help desk using the Vendor Customer Support or Government Customer Support links at the bottom of the WAWF homepage.

### **Q. What is a Group Administrator (GAM)**

A. The GAM is tasked with the security responsibilities to manage and activate users in their organization to have access to WAWF data. Both Vendors and Government services/agencies should appoint a GAM within their organization with such responsibilities.

### **Q. Is the LPO a required field?**

A. The Local Processing Office field is only mandatory for all MISC Pay Invoices and for specific Pay Office DoDAACs, such as Navy. The LPO is not used for all other Pay Office DoDAACs unless specified as a requirement in a contract.

**Q. Is the Inspector/Acceptor different from the LPO?**

A. Yes. The Inspector/Acceptor role(s) perform Receipt and Acceptance duties for the goods or services contracted by the government. These duties include either accepting or rejecting the document using WAWF. Such a role can be assigned to a Contracting Officer Representative (COR) or a Quality Assurance Review to a Contracting Officer Representative (COR) or a Quality Assurance Review (QAR). The LPO is a separate role used for certifying documents proper for payment.