Department of Defense Electronic Invoicing

Wide Area Workflow – Vendor Getting Started Guide

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WAWF Getting Started for Vendors

Introduction

Thank you for your interest in Wide Area Workflow. This guide will help you get started using WAWF. In addition to this guide feel free to access the following web links for additional information and training on WAWF:

WAWF General Information and Registration
https://wawf.eb.mil

WAWF Training Database (great place to practice using WAWF)
https://wawftraining.eb.mil

WAWF On-line Training Course (great place to begin learning WAWF)
www.wawftraining.com

DFAS Electronic Commerce End Users Tool Box (register for classroom training and obtain user guides)
http://www.dfas.mil/contractorpay/electroniccommerce/ECToolBox.html

Overview

You must perform the following steps to receive an active WAWF account:

Steps	✓	Description
1		Verify EB POC
2		Ensure CAGE Code is added to WAWF
3		Establish an Organizational Email Address
4		Designate a Group Administrator Manager (GAM) **(Optional)**
5		Determine if batch feeds for data input is necessary **(Optional)**
6		Set up PCs to Access WAWF
7		Self Register GAM **(Optional see Step 4)**
8		Change temporary WAWF password
9		Have all Users Self-Register on the WAWF web site
10		Follow-up if necessary

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1st Step ☑

Verify the Electronic Business Point of Contact (EB POC) in CCR

- To facilitate electronic commerce between vendors and DOD, vendors must establish an EB POC for their company in CCR.
- The EB POC will be responsible for authorizing vendor employee(s) access to submit, modify and/or view data on behalf of the vendor.
- Each vendor can establish up to two EB POCs one primary and one alternate EB POC for each Cage/DUNS code.

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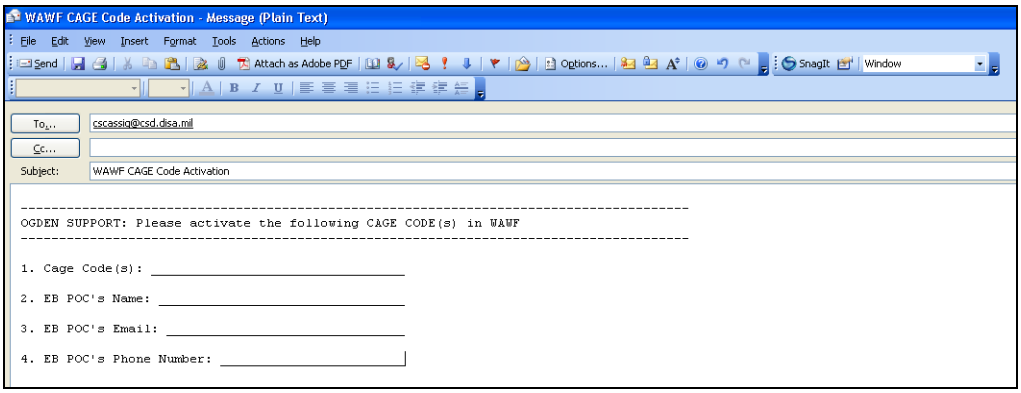
2nd Step ☑ **Have your CAGE Code added to the WAWF database.**

Your CAGE code/s must be added to WAWF structure before any personnel can self-register in WAWF. If you have multiple CAGE codes they can all be added to your group at the same time.

To establish a vendor group for a CAGE code, The EB POC in your company needs to either call the Customer Support Center-phone number (toll free 1-866-618-5988) or send an email to DISA Ogden at `cscassig@csd.disa.mil`. If your organization has multiple CAGE codes; the WAWF-RA Customer Support Center will assist in adding all your CAGE codes to your group structure in WAWF.

Phoned in requests will be activated online. Emailed requests will be processed within 48 hours after receipt.

Sample Group Activation Email: Please use the following template to email requests to WAWF Customer Support: `cscassig@csd.disa.mil`. Please fill in missing information with your company information.



Important - PLEASE NOTIFY YOUR EB POC! We will need their authorization to activate individual accounts after the CAGE code/s are added to WAWF.

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3rd Step ☑ **Establish an Organizational email Address.**

- WAWF routes information according to CAGE codes. WAWF documents themselves do not get routed, but status information about the documents is sent in emails. For example, email confirmations are sent when a vendor SUBMITS a document. Email notices are sent when the government ACCEPTS or REJECTS the document.

- In order to receive status information about the WAWF documents, vendors need to establish organizational email accounts and determine who will have access to this organizational email account.

- Ensure that the organizational email address is operational and can receive email prior to registering it with the WAWF Customer Support Center.

- The GAM or EB POC shall provide the organizational email to the WAWF Customer Support Center.

Note: If you do not set up an organizational email address, the personal email address of the first person who self-registers from your CAGE/DUNS code will be used as the organizational email address.

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4th Step ☑ **Designate a Group Administrator (GAM) for your company.**

OPTIONAL

Vendors may appoint a GAM to manage their WAWF account. It is recommended that the EB POC be the GAM. As mentioned earlier, the GAM is your companies "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 GAM no additional paperwork is required to establish your WAWF GAM account.

If you appoint a GAM that is not your EB POC. The EB POC must complete a GAM appointment letter and fax it to the customer Service Center. The fax number is 1-801-605-7453.

5th Step ☑ **Determine if batch feeds for data input is necessary.**

OPTIONAL

Most Vendors use the manual, web entry method to input their documents directly into WAWF. Web entry is a good method if you have a small volume of payment documents to create or if you have a small amount of lines on your contract/s. But for vendors that have a large number of transactions and/or many line items per payment document, we recommend you submit documents via the File Transfer Protocol (FTP) or Electronic Data Interchange (EDI) method. .

WAWF FTP and EDI Guides are available after your account has been activated. If further assistance is needed, please contact the WAWF Customer Service Center and ask for help with EDI. A trouble ticket will be created and you will be forwarded to the Joint Interoperability Test Center (JITC) and a technician will be assigned to assist you in testing your file layout(s).

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6th Step ☑

Set up PCs to access WAWF.

Your current computer configuration is usually sufficient to use WAWF. On rare occasions your computer's browser setting may need to be changed.

Please try using WAWF first and then if you experience problems check your set-up by Selecting the "Setting Up Your Machine" link on the WAWF home page https://wawf.eb.mil or call the Ogden Help desk for assistance, they can be reached at: 1-866-618-5988 option.

7th Step ☑

OPTIONAL

GAM needs to Self Register in WAWF (after your CAGE Code is added to WAWF). Refer to "How to Self Register in WAWF" section for a detailed procedure.

8th Step ☑

Have all users self-register on the WAWF web site

Once the EB POC (GAM) has been activated, All company users will need to self-register. Now the EB POC (GAM) can activate or deactivate their own company personnel within WAWF. **Users can self-register using the same steps described for the GAM. (The only exception is they would not select the GAM role unless they are registering as an alternate).**

- Every user of WAWF must self-register on the WAWF web site by completing the online registration form.

Note: User accounts will not be activated until the GAM activates the accounts. The GAM will receive an email for all registrations

9th Step ☑

Change your WAWF Temporary Password. Refer to the "How to Change Your WAWF Temporary Password" section for a detailed procedure.

10th Step ☑

Follow-up (if necessary)

If a user's account has not been activated within 2 business days of self-registering, notify you GAM or WAWF Customer Service.

Verifying the EB POC in CCR

Introduction

In order to register in WAWF you must have an Electronic Business Point of Contact.

Procedure

Follow the steps below to verify who is listed as your EB POC in CCR.

Step	Action
1	Go to the CCR web site http://www.ccr.gov Result: Home page screen opens.
2	Click **Search CCR**. Result: CCR Search screen is displayed.
3	Enter your "**Cage Code**" into the Cage Code Field or enter your **company name** in the Company Name field: and click **Search**.

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Procedure (continued)

Step	Action
4	Scroll to the bottom of the page and review the inquiry results. **Electronic Business Primary POC** **Name:** [redacted] **Address Line 1:** P.O. BOX 748 **Address Line 2:** MZ 8514 **City:** FORT WORTH **State:** TX **Zip/Postal Code:** 76101 **Country:** USA **U.S. Phone:** [redacted] **Non-U.S. Phone:** **Fax:** [redacted] **Electronic Business Alternate POC** **Name:** [redacted] **Address Line 1:** 179 EAST PINE ST. **Address Line 2:** **City:** PONCHATOULA **State:** LA **Zip/Postal Code:** 70454 **Country:** USA **U.S. Phone:** [redacted] **Non-U.S. Phone:** **Fax:** [redacted] • **IF** someone is listed as the EB POC **THEN** your EB POC is established. Procedure is complete. **IF** there is no EB POC listed at the bottom of your profile **THEN** refer to the "Establishing or updating the EB POC in the CCR" section for a detailed procedure.

Registering in WAWF User ID & Password - Vendor

Introduction

In order to use the WAWF application you will need to self-register. There are several roles you may register for etc. GAM, Vendor and Vendor View Only.

Password guidelines

Password formatting guidelines require that every password must:

- Be at least eight alphanumeric characters in length
- Contain at least one upper case letter
- Contain at least one lower case letter
- Contain at least one number
- Contain at least one special character
- Not contain consecutive characters (abc or cba)
- Not contain repeating characters (aa, bb, etc.)
- Not contain the same character more than twice
- Not be repeated within the last 10 used
- Not be changed more than once in a 24-hour period

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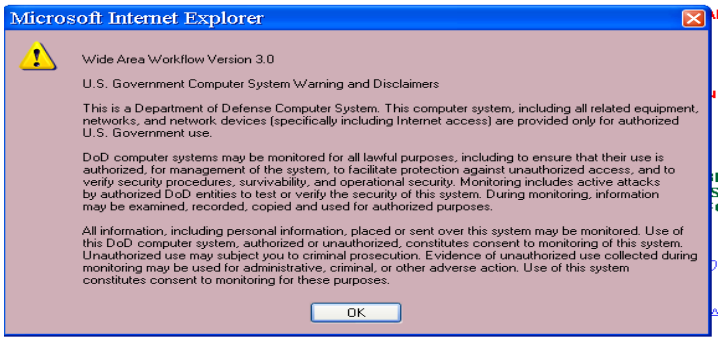
Procedure Follow the steps below to self-register in WAWF.

Step	Action
1	Go to https://wawf.eb.mil Result: Home page screen opens.
2	Click Self-Register. Result: U.S. Government Computer System Warning and Disclaimers screen is displayed
3	Click **OK.**  Result: Warning is displayed alerting you to NOT use the browser BACK BUTTON within the WAWF applications.

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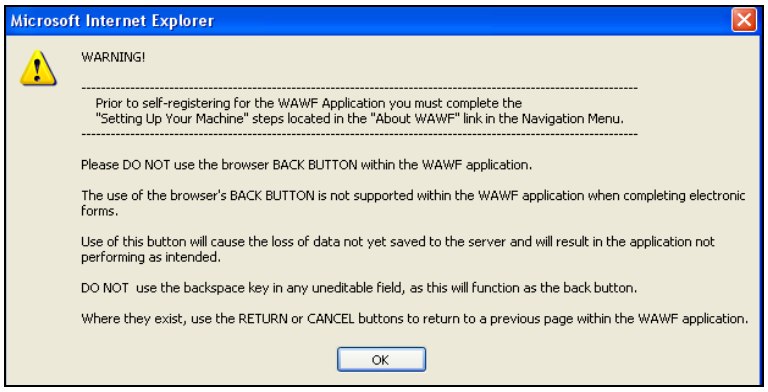
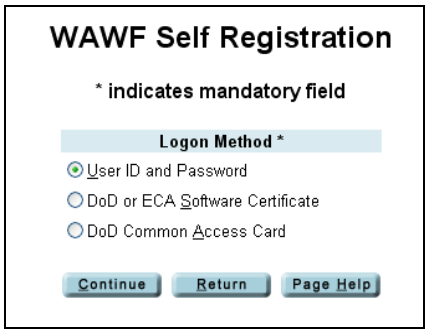
Procedure (continued)

Step	Action
4	Read the DO NOT USE BACK BUTTON message then click **OK.**  Result WAWF Self-Registration screen opens.
5	Enter in all required fields. Everything that has an asterisk (*) is a required field.
6	Click **Continue.**
7	Click the radio button labeled **User ID and Password.** 

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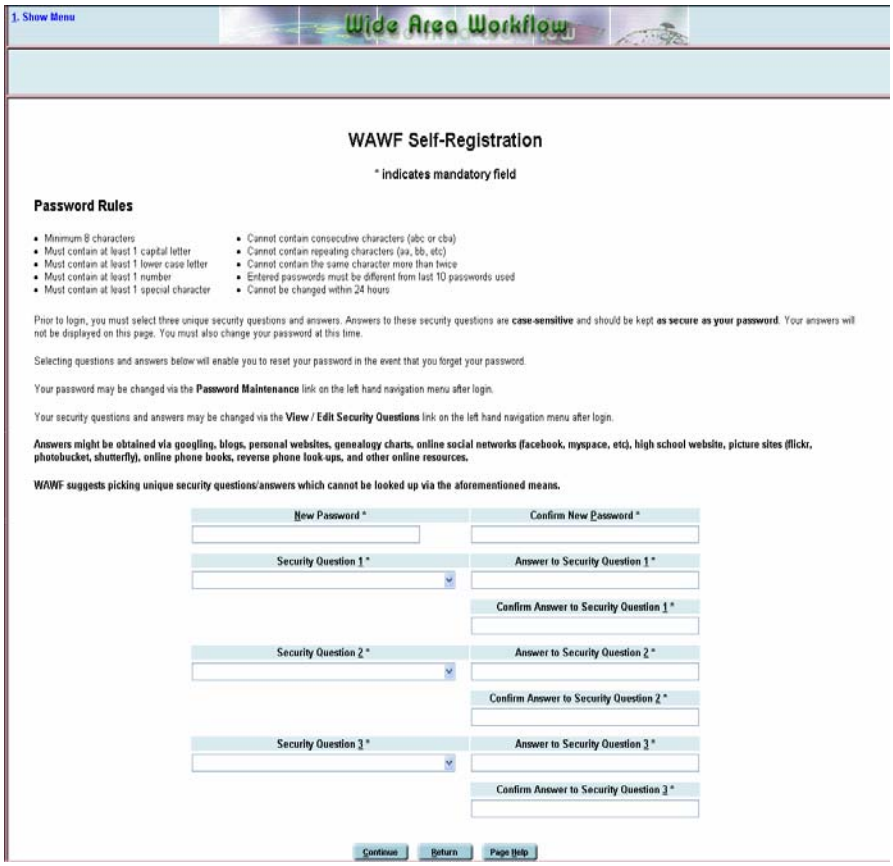
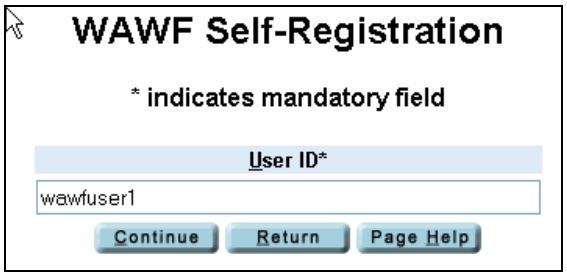
Procedure (continued)

Step	Action
8	Users will be required to answer three security questions and answers. 
12	Click **Continue.**
13	Enter in a "User ID". Please create your own**.** (It must be a minimum of 8 characters long). 

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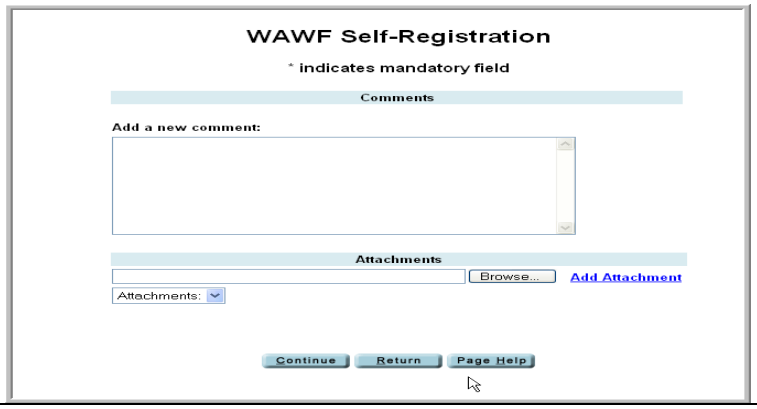
Procedure (continued)

Step	Action
14	Click **Continue**.
15	In the "Role" drop down menu, choose one of the following roles, "Group Administrator", "Vendor" or "Vendor View Only".
	Click **Continue**.
	Enter your **CAGE Code** then Click **Continue**. ***Note: Do not enter anything in the "Extension" field unless you want to create a CAGE code subgroup.*** Optional CAGE code extensions can be created to subdivide your CAGE code into smaller units. Each CAGE code and extension will have its own organizational e-mail address. The email addresses will be used notify your sub-groups that a document status has changed Result: The Comment Box is displayed.
	Comments or attachments are optional, but if desired, this is the screen to add them. Click **Continue** to proceed. 

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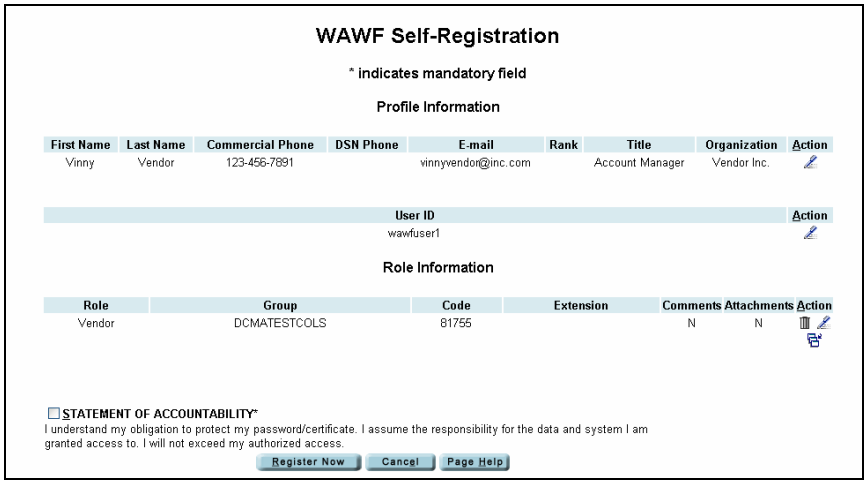
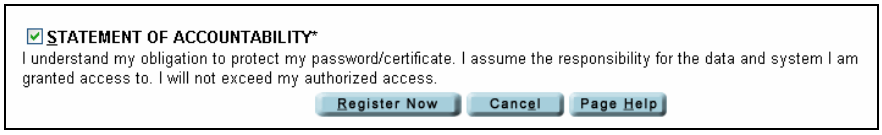
Procedure (continued)

Step	Action
16	Review the Profile information you have entered. If you need to register for another role or additional cage code click on the Add icon under "Role Information" and repeats steps 8-12.  WAWF Self-Registration * indicates mandatory field Profile Information First Name: Vinny; Last Name: Vendor; Commercial Phone: 123-456-7891; DSN Phone:; E-mail: vinnyvendor@inc.com; Rank:; Title: Account Manager; Organization: Vendor Inc.; Action User ID: wawfuser1; Action Role Information Role: Vendor; Group: DCMATESTCOLS; Code: 81755; Extension:; Comments: N; Attachments: N; Action STATEMENT OF ACCOUNTABILITY* I understand my obligation to protect my password/certificate. I assume the responsibility for the data and system I am granted access to. I will not exceed my authorized access. Register Now Cancel Page Help ***Note 1: The edit icon*** ***allows you can edit your profile information*** ***Note 2: The delete icon*** ***allows you to delete your previously entered information.***
17	**Check Mark** the "Statement of Accountability" box.  STATEMENT OF ACCOUNTABILITY* I understand my obligation to protect my password/certificate. I assume the responsibility for the data and system I am granted access to. I will not exceed my authorized access. Register Now Cancel Page Help
	Click **Register Now** (you must submit the form for it to be valid). Result: After registration is completed Ogden will automatically email a self-registration notice to the registrant and the GAM. ***Important: Upon your activation of your account, by your GAM, an email will be sent to you. The email will contain a one-time temporary password for your initial logon. You will need to change your temporary password.***