



# Department of Defense Electronic Invoicing

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## Wide Area Workflow – Vendor Getting Started Guide

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Prepared by: The Defense Finance and Accounting Service, eSolutions Office  
Document Version Date: 17 January 2011  
Document Version: 5.0

# Table of Contents

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WAWF Getting Started for Vendors .....	1
Verifying the EB POC in CCR .....	8
Registering in WAWF User ID & Password - Vendor.....	10

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# WAWF Getting Started for Vendors

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## 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](http://www.wawftraining.com)

### DFAS Electronic Commerce End Users Tool Box (register for classroom training and obtain user guides)

<http://www.dfas.mil/contractorpay/electroniccommerce/wawftrain.html>

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## Overview

General Steps for a Vendor to follow to use WAWF:

Steps	✓	Description
1		Register with the Central Contractor Registry (CCR)
2		Establish and Electronic Business (EB) Point of Contact (POC) in CCR
3		Register of Electronic Document Access (EDA) ( <b>Optional</b> )
4		Ensure CAGE Code is added to WAWF Group Structure
5		Establish an Organizational Email Address
6		Designate a Group Administrator Manager (GAM)
7		Determine if batch feeds for data input is necessary
8		Set up PCs to Access WAWF
9		Self Register GAM
10		Have all users for the CAGE Code(s) self-register on the WAWF web site for one of the available Vendor Roles.
11		Practice Using WAWF

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## WAWF Getting Started for Vendors, Continued

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### 1st Step

#### **Register with Central Contractor Registry (CCR)**

- All vendors must be registered in the CCR in order to sell goods and services to the Department of Defense (DoD).
- Register at URL <http://www.ccr.gov/> (External Link).
- For help with registration in CCR, contact Federal Service Desk at 866-606-8220 or 334-206-7828. If you do not know your CCR POC, you can contact the Federal Service Desk.

### 2nd Step

#### **Establish or verify the Electronic Business (EB) Point of Contact (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. In WAWF terminology, the EB POC also functions as the Group Administrator (GAM). The GAM is your company's "Gate Keeper" and will be responsible for authorizing access to WAWF for all your company's employee(s).
- The CCR POC is responsible for entering EB POC data in CCR.
- To see if an EB POC is listed for a specific company, go to <http://www.ccr.gov/> (External Link) and click on "CCR Search". Where prompted, enter the DUNS Number or CAGE Code or Company Name and click the "Search" button. If you are presented with a list of DUNS numbers, you will need to pick the specific location and click on the Detail link. Scroll to the bottom of the Inquiry Results page. There you can see if anyone is listed as the EB POC. If no one is listed, the company has not identified an EB POC yet.
- If a vendor sees that there is no one listed as their EB POC, they need to contact the CCR POC and ask the CCR to update the company's registration to include the EB POC.
- 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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## WAWF Getting Started for Vendors, Continued

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### 3rd Step

#### **Register for Electronic Document Access (EDA). (Optional Step, but recommended.)**

- Electronic Document Access (EDA) acts as a virtual file cabinet for the storage and retrieval of multiple types of acquisition documents to include Purchase Orders and post-award contracts. Vendors may be authorized to view contract documents that match their validated DUNS or CAGE codes.
- Go to the following URL [http://eda.ogden.disa.mil/users\\_guide/access/Registration/reg002\\_VendorSteps.html](http://eda.ogden.disa.mil/users_guide/access/Registration/reg002_VendorSteps.html) for instructions. (External Link).

### 4th Step

#### **Have your CAGE Code added to the WAWF Group Structure**

- Your CAGE Code/s must be added to WAWF Group 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.
- 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 to notify your sub-groups that a document status has changed.
- To establish a vendor group for a CAGE Code, someone in your company needs to either call the Customer Support Center phone number or send an email to DISA Ogden. If your organization has multiple CAGE Codes, the WAWF Customer Support Center will assist in adding all your CAGE Codes to your CAGE Group Structure in WAWF. (see Customer Support link)
- Phoned in requests will be activated online. Emailed requests will be processed within 48 hours after receipt.
- Group Activation Email: Please use the following template to email requests to WAWF Customer Support: Customer Please fill in missing information with your company information. (External Link).
- **Important - PLEASE NOTIFY YOUR EB POC!** We will need their authorization to activate individual accounts after the CAGE Code(s) are added to WAWF.

## WAWF Getting Started for Vendors, Continued

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### 5th 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. (See GAM Appointment Letter in Step 6 below).
- **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.

## WAWF Getting Started for Vendors, Continued

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### 6th Step

#### **Designate a Group Administrator (GAM) for your company.**

- A GAM determines who has access to their data submitted in WAWF and provides the authorization to activate.
- In medium to large sized companies, there may be a need to establish more than one GAM.
- Vendors must 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.
- The EB POC will also be contacted when there is a question about invoices submitted through WAWF. Please ensure your EB POC is familiar with the WAWF process and they can contact company personnel to answer invoicing questions from government officials.
- If you appoint a GAM that is not your EB POC, they are required to submit their GAM appointment letter, signed by their EBPOC, via email to the Ogden Customer Support Center [Customer Support email](#) or they may fax it to the customer Service Center. The fax number is 1-801-605-7453. [GAM appointment letter](#)

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## WAWF Getting Started for Vendors, Continued

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### 7th Step ☑

#### **Determine if batch feeds for data input is necessary.**

- 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, you may want to consider submitting documents into WAWF 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). (See Customer Support Link).

### 8th 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 "Machine Setup" link on the WAWF home page or call the Ogden Help desk for assistance - for Ogden Help desk information select the "Customer Support" link on the WAWF home page.

### 9th Step ☑

#### **GAM needs to Self Register in WAWF.**

- Refer to the "Registration" Link on the WAWF Home Page and the Help button for details on registering in the WAWF application as a GAM.
- If the GAM's account has not been activated within 2 business days of self-registering, notify the WAWF Customer Service. (See Customer Service Link).

## WAWF Getting Started for Vendors, Continued

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### 10th Step **Have all users for the CAGE Code(s) self-register on the WAWF web site for one of the available Vendor Roles.**

- 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 company personnel within WAWF.
- Every user of WAWF must self-register on the WAWF web site by completing the online registration form.
- Refer to the "Registration" Link on the WAWF Home Page and the Help button for details on registering in the WAWF application in a Vendor Role.
- Note: User accounts will not be activated until the GAM activates the accounts. The GAM will receive an email for all registrations.
- If a user's account has not been activated within 2 business days of self-registering, notify the EB POC or WAWF Customer Support Center.

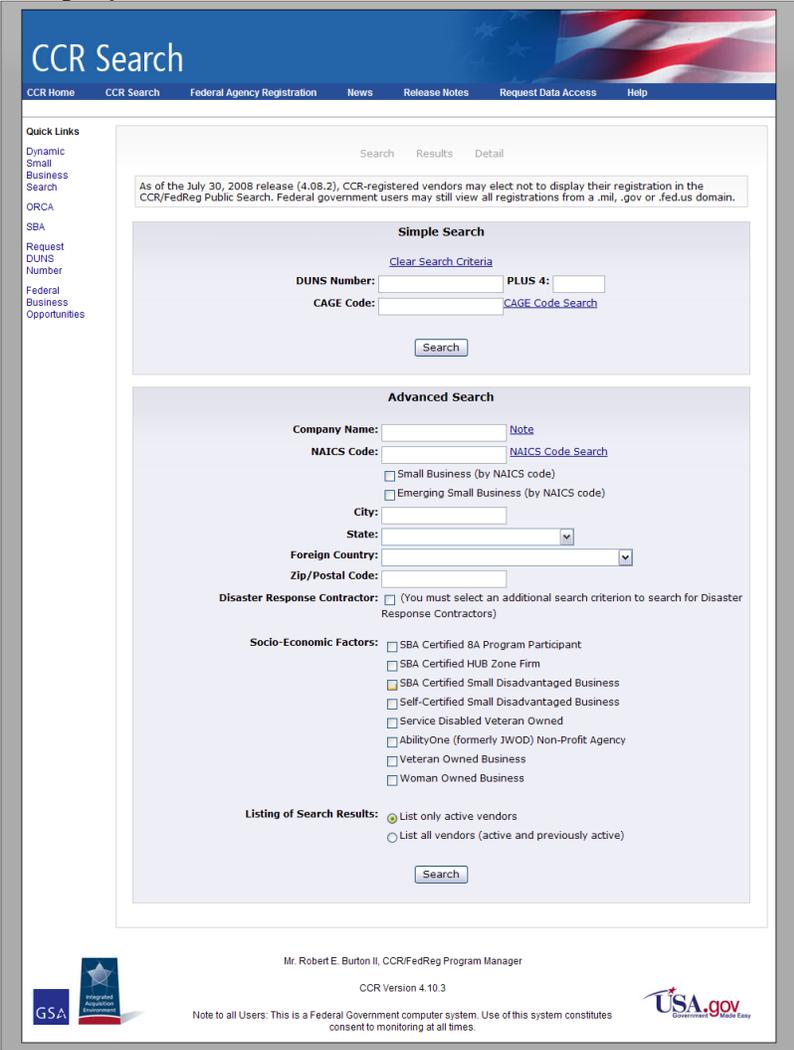
### 11th Step **Practice Using WAWF.**

- Online Training Site - Once you have completed steps 1-10, you may want to practice using WAWF in the online training site. This site is for practice only. You can practice submitting documents for payment, and viewing and working on documents in the online training site. After getting to the WAWF practice site, you should click the "Training Instructions" hyperlink in the left column to get your training User IDs and passwords and important sample data.
- To practice in the online training site go to the following URL <https://wawftraining.eb.mil/> (External Link).

# Verifying the EB POC in CCR

**Introduction** In order to register in WAWF you must have an Electronic Business (EB) Point of Contact (POC).

**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 <a href="http://www.ccr.gov">http://www.ccr.gov</a>  Result: Home page screen opens.
2	Click <b>CCR Search</b> .  Result: CCR Search screen is displayed.
3	Enter <b>Cage Code</b> in the Cage Code Field or enter your <b>Company Name</b> in the Company Name field. Click <b>Search</b> .   Result: The CCR Search Results screen displays.

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## Verifying the EB POC in CCR, Continued

Step	Action																						
4	<p data-bbox="394 365 1192 396">Scroll to the bottom of the page and review the inquiry results.</p> <div data-bbox="394 432 1430 852" style="border: 1px solid black; padding: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 50%;"><b>Electronic Business Primary POC</b></th> <th style="text-align: left; width: 50%;"><b>Electronic Business Alternate POC</b></th> </tr> </thead> <tbody> <tr> <td><b>Name:</b> Jane Doe</td> <td><b>Name:</b> Joe Smith</td> </tr> <tr> <td><b>Address Line 1:</b> 123 Main Street</td> <td><b>Address Line 1:</b> 123 Main Street</td> </tr> <tr> <td><b>Address Line 2:</b> Suite 100</td> <td><b>Address Line 2:</b> Suite 100</td> </tr> <tr> <td><b>City:</b> Anytown</td> <td><b>City:</b> Anytown</td> </tr> <tr> <td><b>State:</b> CA</td> <td><b>State:</b> CA</td> </tr> <tr> <td><b>Zip/Postal Code:</b> 55555</td> <td><b>Zip/Postal Code:</b> 55555</td> </tr> <tr> <td><b>Country:</b> USA</td> <td><b>Country:</b> USA</td> </tr> <tr> <td><b>U.S. Phone:</b> 555 123-9876</td> <td><b>U.S. Phone:</b> 555 123-9876</td> </tr> <tr> <td><b>Non-U.S. Phone:</b></td> <td><b>Non-U.S. Phone:</b></td> </tr> <tr> <td><b>Fax:</b> 555 123-6543</td> <td><b>Fax:</b> 555 123-6543</td> </tr> </tbody> </table> </div> <ul style="list-style-type: none"> <li data-bbox="443 898 1419 963">• <b>IF</b> someone is listed as the EB POC <b>THEN</b> your EB POC is established. Procedure is complete.</li> </ul> <p data-bbox="394 1008 1425 1104"><b>IF</b> there is no EB POC listed at the bottom of your profile <b>THEN</b> refer to the “Establish or verify the Electronic Business Point of Contact (EB POC) in CCR” section for a detailed procedure.</p>	<b>Electronic Business Primary POC</b>	<b>Electronic Business Alternate POC</b>	<b>Name:</b> Jane Doe	<b>Name:</b> Joe Smith	<b>Address Line 1:</b> 123 Main Street	<b>Address Line 1:</b> 123 Main Street	<b>Address Line 2:</b> Suite 100	<b>Address Line 2:</b> Suite 100	<b>City:</b> Anytown	<b>City:</b> Anytown	<b>State:</b> CA	<b>State:</b> CA	<b>Zip/Postal Code:</b> 55555	<b>Zip/Postal Code:</b> 55555	<b>Country:</b> USA	<b>Country:</b> USA	<b>U.S. Phone:</b> 555 123-9876	<b>U.S. Phone:</b> 555 123-9876	<b>Non-U.S. Phone:</b>	<b>Non-U.S. Phone:</b>	<b>Fax:</b> 555 123-6543	<b>Fax:</b> 555 123-6543
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# Registering in WAWF User ID & Password - Vendor

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

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- User ID Rules**
- Minimum 8 characters
  - May contain ONLY the following special characters ~ ! # \$ ^ \_ { }
  - Must not already be registered in WAWF.

**Password Rules** Password formatting guidelines require that every password must contain:

- Minimum 8 characters
- Must contain at least 1 capital letter
- Must contain at least 1 lower case letter
- Must contain at least 1 number
- Must contain at least 1 special character
- Cannot contain consecutive characters (abc or cba)
- Cannot contain repeating characters (aa, bb, etc)
- Cannot contain the same character more than twice
- Entered passwords must be different from last 10 passwords used
- Cannot be changed within 24 hours

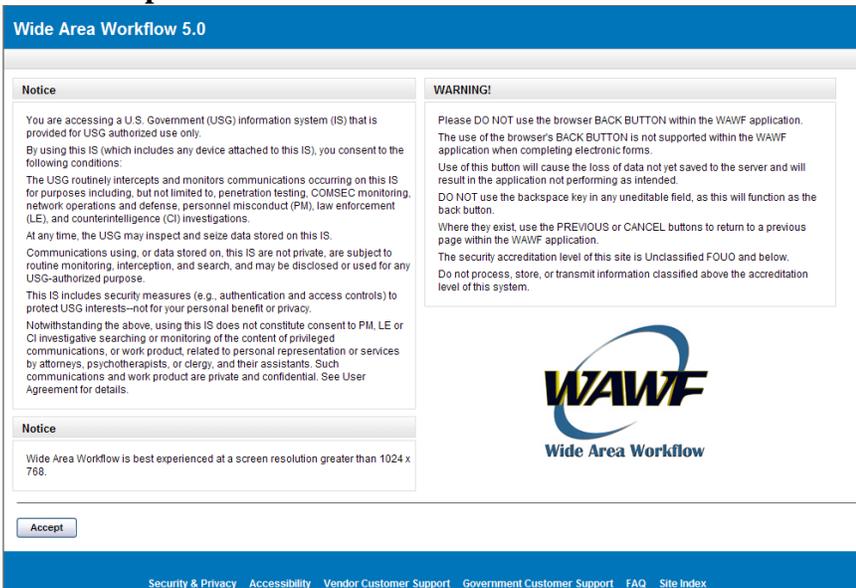
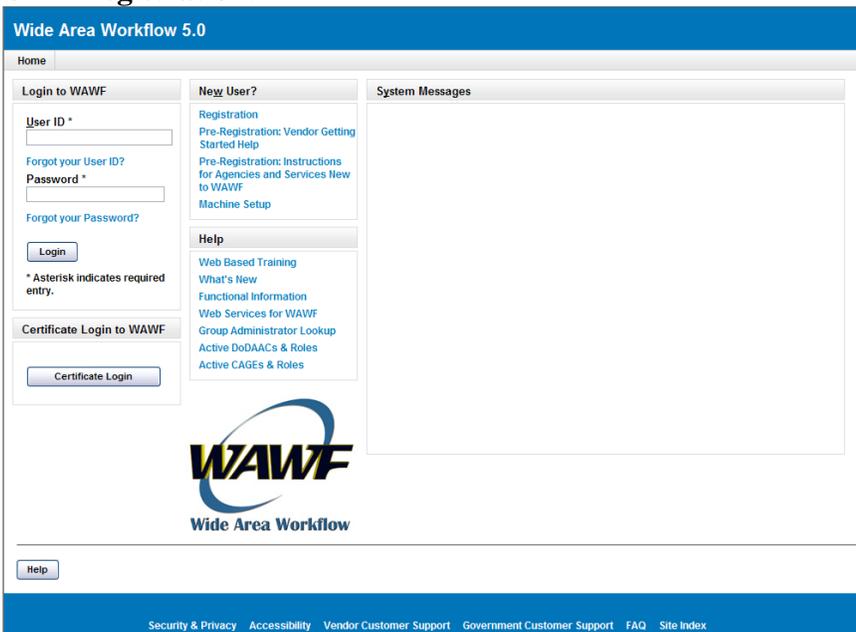
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# Registering in WAWF User ID & Password – Vendor, Continued

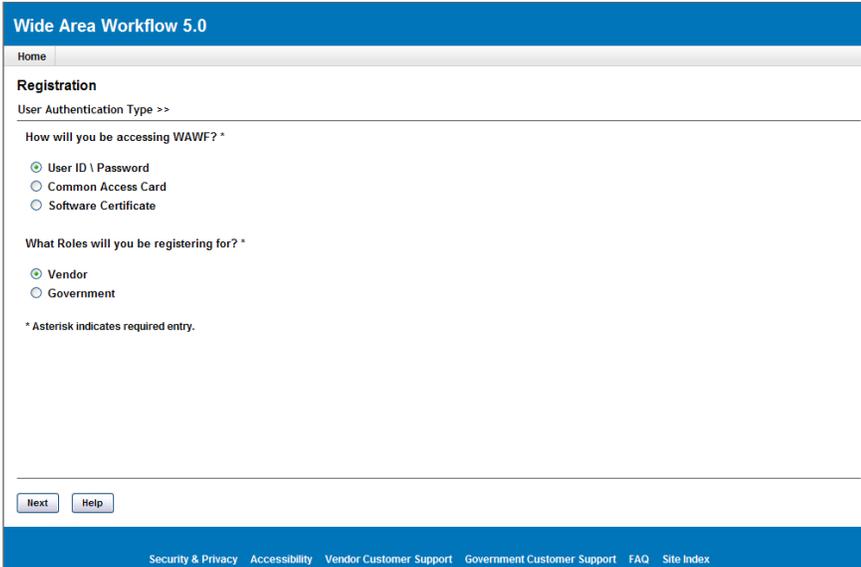
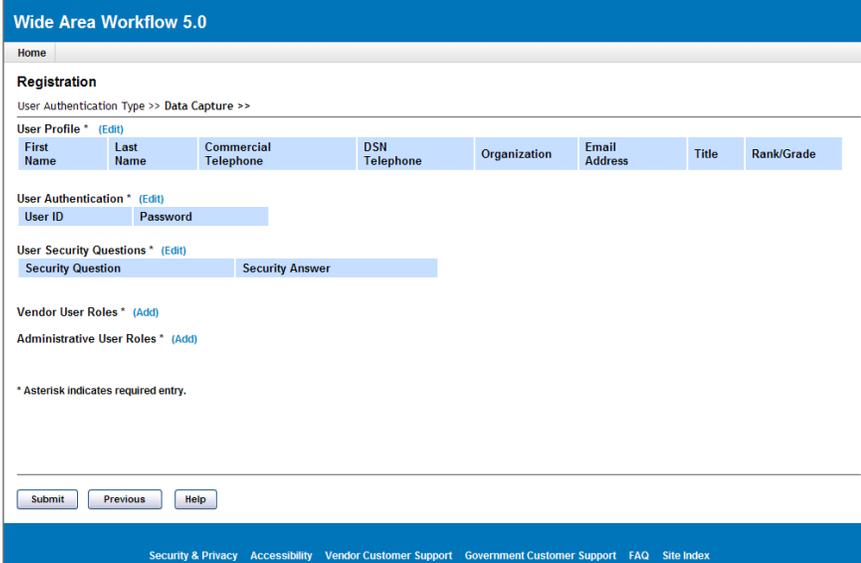
## Procedure

Follow the steps below to self-register in WAWF.

Step	Action
1	<p>Go to <a href="https://wawf.eb.mil">https://wawf.eb.mil</a></p> <p>Result: U.S. Government Computer System Notice and Warning screen is displayed</p>
2	<p>Click <b>Accept</b>.</p>  <p>Result: Home screen displays.</p>
3	<p>Click <b>Registration</b>.</p>  <p>Result: Registration screen displays.</p>

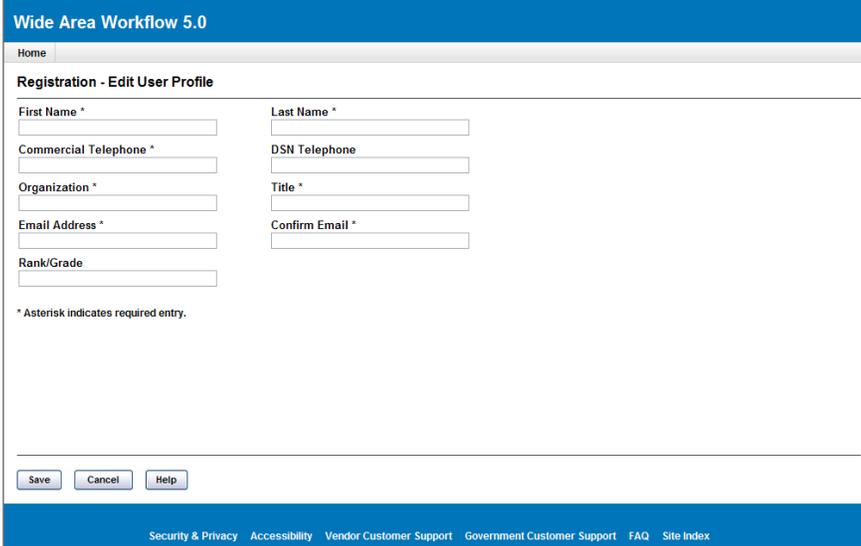
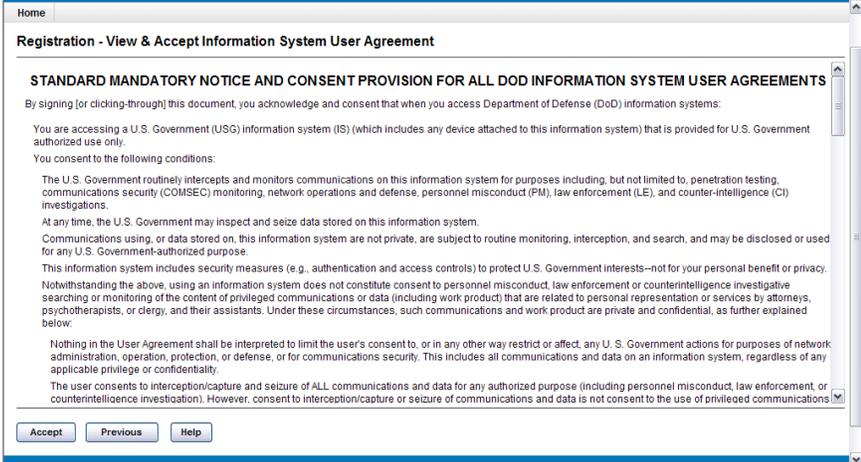
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# Registering in WAWF User ID & Password - Vendor, Continued

Step	Action
4	<p>Select the radio button labeled <b>User ID \ Password</b> and <b>Vendor</b>. Click <b>Next</b>.</p>  <p>Result: Data Capture screen displays.</p>
5	<p>Click the <b>Edit</b> link next to <b>User Profile</b>.</p>  <p>Result: The Registration – Edit User Profile screen displays.</p>

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# Registering in WAWF User ID & Password - Vendor, Continued

<p>6</p>	<p>Enter required data and click <b>Save</b>.</p>  <p>Result: User is returned to the Data Capture screen.</p>
<p>7</p>	<p>Repeat steps 5-6 for <b>User Authentication, User Security Questions, Vendor User Roles and Administrative User Roles</b>. Click <b>Submit</b>.</p> <p>Note: Comments and attachments are optional on the Vendor/Administrator User Roles sections.</p> <p>Result: The Registration - View &amp; Accept Information System User Agreement screen displays.</p>
<p>8</p>	<p>Click <b>Accept</b>.</p>  <p>Result: Confirmation of registration screen displays. You will receive an e-mail containing your User ID. 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. If you have any questions, please contact the Customer Support.</p>