



# Wide Area Workflow Overview

*Defense Finance and Accounting Service*

**Presented by:**  
**Business Integration Services**  
**Office**  
**October, 2019**

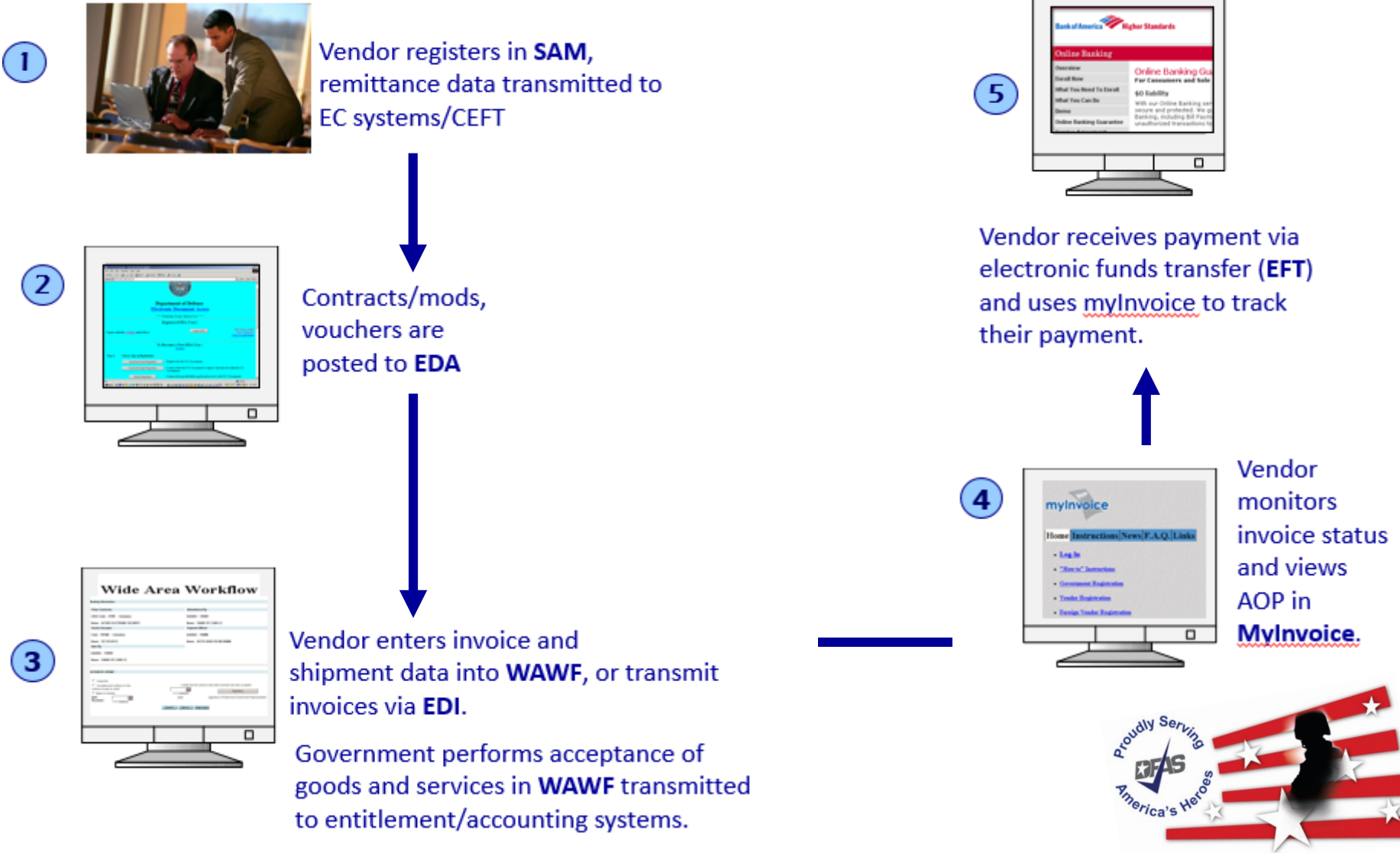


# Topics

- DFAS EC Tools Overview
- What is WAWF
  - Definition
  - FAR Clause
  - User Benefits
  - User Roles
- How WAWF Works
  - Document Routing
  - Email Notification
  - WAWF Receipt & Acceptance Process vs. Document Flow
- Tools and References



# DFAS EC Tools Overview



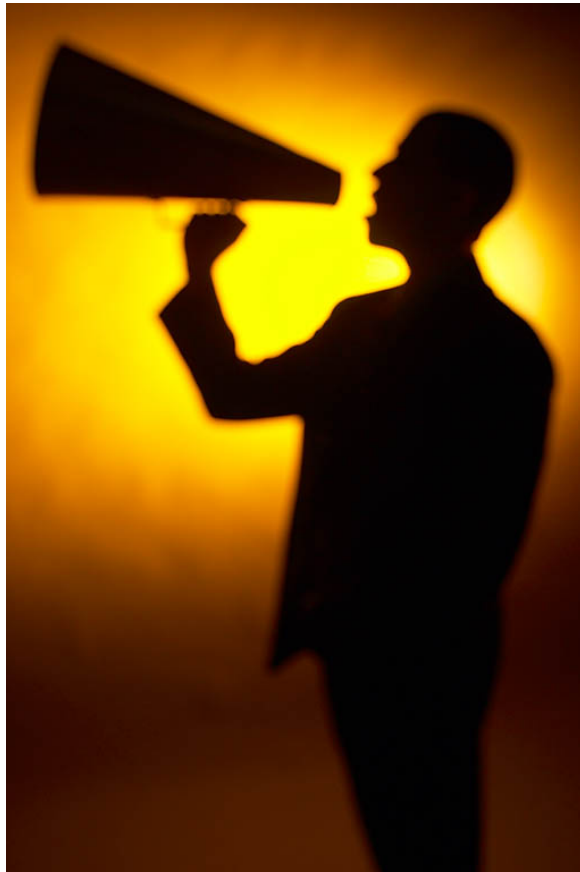
## ...and Enables Users to Access and to Process Documents Electronically

- Users can be:
  - Vendors
  - Government Officials
- Documents include:
  - Contracts
  - Invoices
  - Receiving Reports
- Documents are used to generate payments for goods and services



# Why WAWF for Electronic Invoicing?

Contractors **must** submit invoices electronically.



## It's the Law

- Mandated by Public Law: Section 1008 of National Defense Authorization Act of FY 2001

## It's being enforced!

- DFAS updated to include requirement for electronic invoicing, effective for contracts issued after Feb 28, 2003.

## DFARS Clause 252.232-7003 (DFARS 232.7004)

- Requires electronic invoicing.
- Requires electronic supporting documentation.

<http://www.acq.osd.mil/dpap/dars/dfars/index.htm>



# Payment Systems & WAWF

- **CAPS** (Computerized Accounts Payable System);
  - Army, Defense Agencies and USMC
- **EBS** (Enterprise Business System) formerly called BSM;
  - DLA
- **IAPS-E** (Integrated Accounts Payable System - Electronic);
  - Air Force
- **MOCAS** (Mechanization of Contract Administration Services);
  - Defense Contract Management Agency and all the Military Services
- **One Pay**;
  - Navy, Defense Agencies and USMC
- **Navy ERP** (Enterprise Resource Planning)
  - Navy
- **GFEB**S (General Funds Enterprise Business System)
  - Army
- **DEAMS** (Defense Enterprise Accounting and Management System)
  - USTRANSCOM and Air Force
- **DAI** (Defense Agencies Initiative)
  - Defense Agencies



# User Roles at a Glance

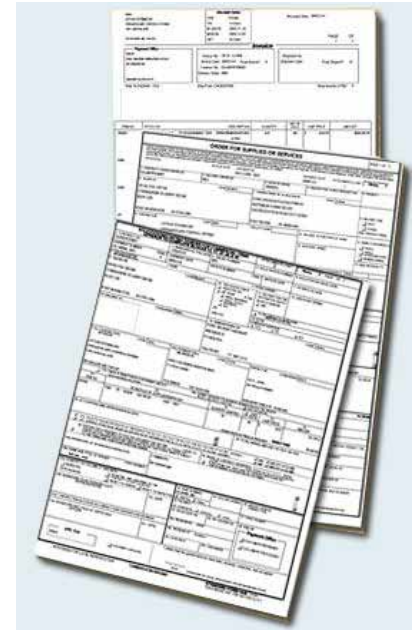
- **Vendor**
  - Contractor or Supplier
- **Inspector & Acceptor**
  - Requiring Activity, Contracting Officer Representative (COR), Quality Assurance Reviewer (QAR)
- **Local Processing Office (LPO)**
  - role used in situations where documents must be certified by a local office before forwarding to DFAS
- **Cost Voucher Reviewer/Approver**
  - DCAA/DCMA
- **Grant Approver**
  - role used to approve and certify Grant and Cooperative Agreements before sending them to the Pay Office
- **Pay Official**
  - DFAS Paying Office
- **Group Administration (GAM)**
  - role is used by an individual selected at the organization/location level, that is charged with the responsibility of maintaining the users of his/her assigned organizations. (Gate Keeper)
- **View Only**
  - roles are used by supervisors and administrators



# WAWF

## Create & Process a Number of Documents Electronically...

- Stand Alone Invoice - FAR 32.905
- Fast Pay Invoice - FAR 52.213-1
- Invoice 2-IN-1 - FAR 32.905
- Construction Payment - FAR 52.232-5; FAR 52.232-10
- Commercial Item Financing - FAR 32.202-1(b); FAR 52.232-29 & -30
- Performance Based Payment - FAR 32.1003; FAR 52.232-32
- Progress Payment - FAR 32.5; FAR 52.232-16
- Stand Alone Receiving Report - DFAR Appendix F, DFARS 52.246-7000
- Invoice and Receiving Report (Combo) - FAR 32.905; DFAR Appendix F
- Reparables Receiving Report –
- Invoice and Reparables Receiving Report (Combo) -
- Cost Voucher – FAR 52.216-7, -13, & -14; FAR 52.323-7
- Grant and Cooperative Agreement Voucher –
- Navy Shipbuilding Invoice (Fixed Price) – DoD FMR Vol 10 CH 7 070205-B
- Navy Construction / Facilities Management Invoice -
- Telecom Invoice (Contractual) - FAR 52.232-25; DFARS 252.211
- Miscellaneous Payment
- Telecom Invoice (Non-Contractual)





# Documents are Routed Through WAWF According to DoDAACs Entered by Vendor

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30				1. REQUISITION NUMBER	PAGE 1 OF
CONTRACT NO. <b>N0024404F5010</b>	3. AWARD/EFFECTIVE DATE	4. ORDER NUMBER	5. SOLICITATION NUMBER	6. SOLICITATION ISSUE DATE	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME		b. TELEPHONE NUMBER (No collect calls)	
9. ISSUED BY		CODE <b>N00244</b>	10. THE ACQUISITION IS		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED
FLEET AND INDUSTRIAL SUPPLY CENTER 937 N HARBOR DRIVE San Diego, CA 92132-0008		<input type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE: % FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> (DIA) NAICS: SIZE STANDARD:		<input type="checkbox"/> SEE SCHEDULE 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING	
		16. ADMINISTERED BY		14. METHOD OF SOLICITATION	
15. DELIVER TO		CODE <b>N65888</b>	SEE BLOCK 9		CODE
NADEP North Island San Diego, CA 92135-7050		17a. CONTRACTORY OFFEROR		18a. PAYMENT WILL BE MADE BY	
CACI CHANTILLI VA 22204-1234		CODE <b>1M3W0</b>	FACILITY		CODE <b>N68688</b>
TELEPHONE NO.		DFAS SAN DIEGO CA 9123-1848			

## Vendor - Invoice

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

Contract Number	Delivery Order	CAGE Code/Ext.	Pay DoDAAC
N0024404F5010		1M3W0	N68688
Issue Date	Issue By DoDAAC	Admin DoDAAC *	
YYYY/MM/DD	N00244	N00244	
Ship To Code * / Extension	Ship From Code / Extension	LPO DoDAAC * / Extension	
N65888			



# WAWF Allows Users to Send Multiple E-mail Notifications

- WAWF uses a unique e-mail system for notifying the various users within the workflow of actions to be taken and document status.
- Users have ability to send notifications to additional e-mail addresses following an action.
- E-mail addresses are saved for future use after submitted.

### Additional Email Distribution

Email Address

Address Book  
email.user@dfas.mil  
john.doe@dfas.mil

Send To \*

>  
>>  
<  
<<



# Sample Email Notification

From: cscassig@csd.disa.mil  
To: [REDACTED]  
Cc:  
Subject: GS23F0185K\HQ042305F0020\OBMBO\ \CI2N1\0028\59217\HQ0359\ \Submitted

Action DoDAAC\Ext: HQ0359

Document Type: Invoice 2-in-1 (Services Only)

Status: Submitted

Acceptance Date:

Processed Date: 2007/02/20

Contract Number: GS23F0185K

Delivery Order Number: HQ042305F0020

Contract Issue Date: 2004/10/21

Vendor CAGE\Ext: OBMBO

Shipment Number: 0028

Shipment Date: 2007/02/02

Invoice Number: 59217

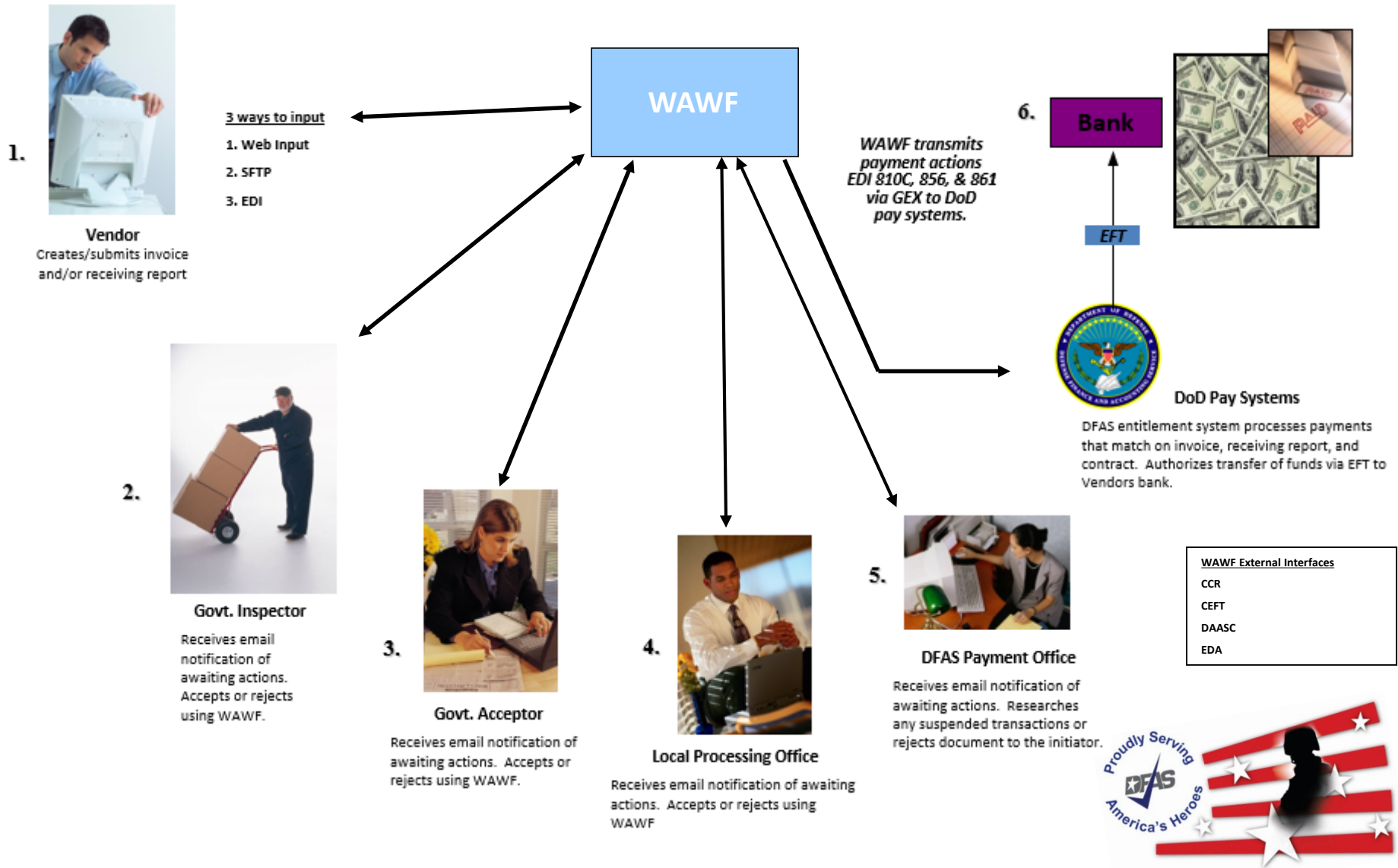
Invoice Date: 2007/02/02

Has been Submitted by [REDACTED] on 2007/02/20. Status is Submitted.

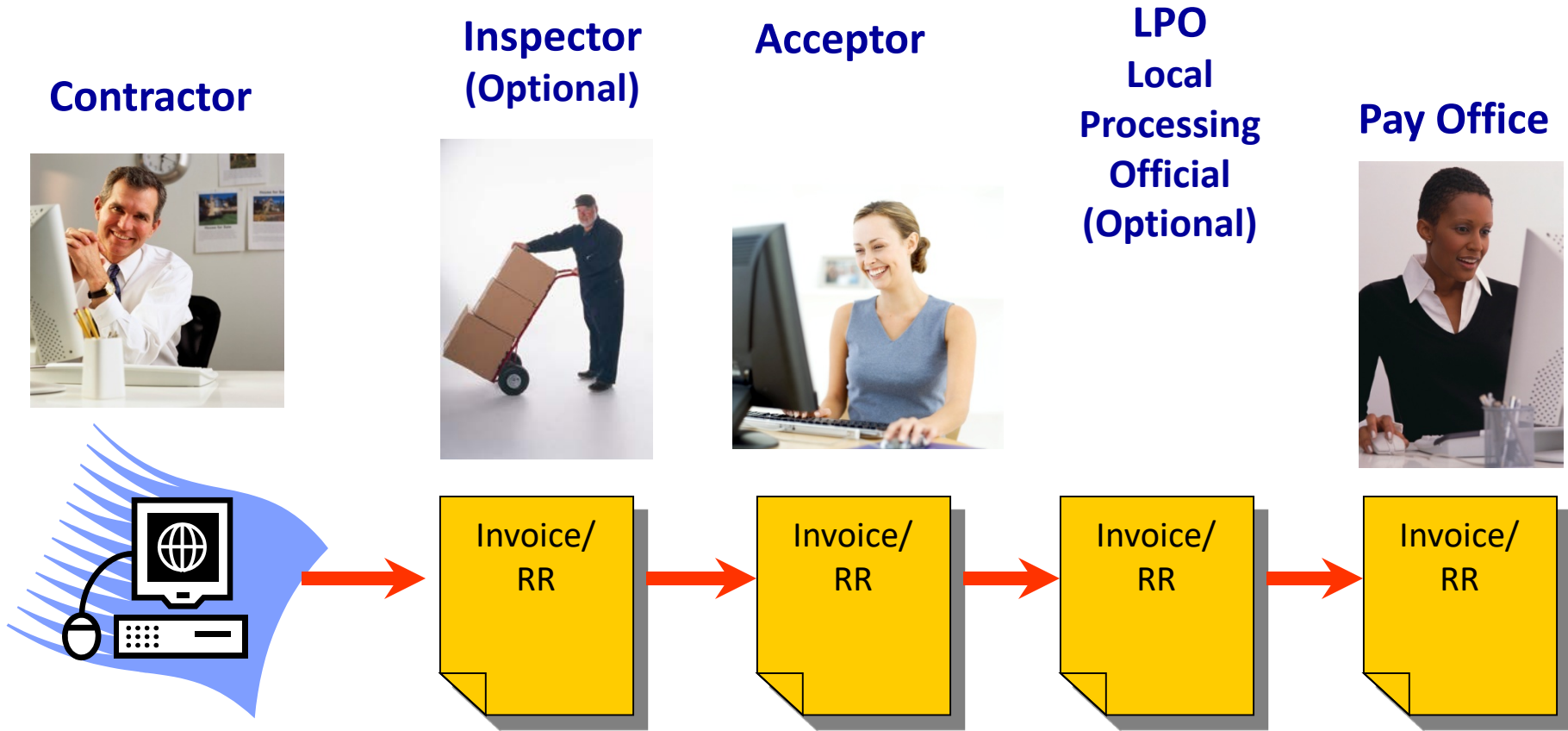
THIS IS A SYSTEM GENERATED EMAIL MESSAGE, PLEASE DO NOT RESPOND TO THIS EMAIL.



# How Does It Work? - WAWF Receipt & Acceptance Process



# Invoice 2-in-1 Workflow



**Invoice and Receiving Report  
Move as One Document**



# Combo (Invoice/RR) Workflow

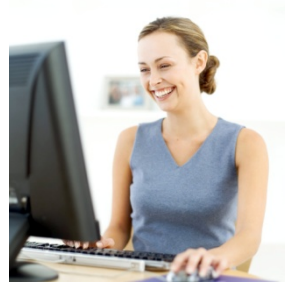
Vendor



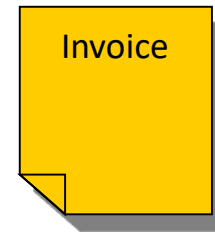
Inspector  
(Optional)



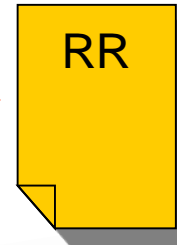
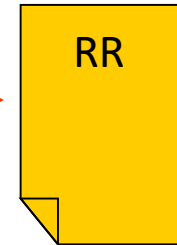
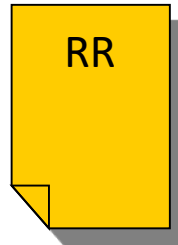
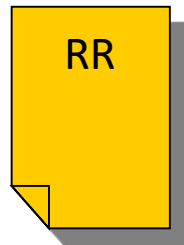
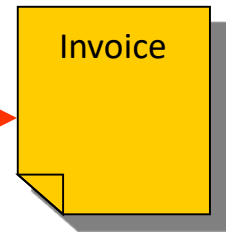
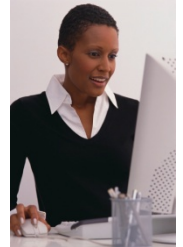
Acceptor



LPO  
Local  
Processing  
Official  
(Optional)



Pay Office



**Invoice and Receiving Report  
Move as 2 Separate Documents**



# WAWF Training Opportunities

- **WAWF Web-Based Training Site** - Go here to learn how to use WAWF via self paced, online training. This training is an excellent place to begin learning about WAWF.  
<http://www.wawftraining.com>
- **WAWF Vendor Classroom Training** - Go here to register for upcoming WAWF classroom training provided by DFAS.  
<http://www.dfas.mil/contractorpay/electroniccommerce/wawftrain.html>
- **WAWF Training Practice Web Site** - Go here to practice using the WAWF application.  
<https://wawftraining.eb.mil>



## For More Information...

- WAWF production web-site: <https://wawf.eb.mil>
- DFAS eCommerce web site:  
<http://www.dfas.mil/contractorpay/electroniccommerce.html>
- WAWF Reject Requests:  
<http://www.dfas.mil/dfas/ecommerce/wawf/rejectsrequests.html>
- myInvoice: <https://myinvoice.csd.disa.mil//index.html>
- EDA web site: <http://eda.ogden.disa.mil/>
- DoD RFID Info: <http://www.acq.osd.mil/log/rfid/index.htm>
- Unique Identification (UID):  
<http://www.acq.osd.mil/dpap/pdi/uid/index.html>
- Federal Acquisition Regulation Web Site: <http://farsite.hill.af.mil>
- **DFAS Customer Service:** 1-800-756-4571





# Thank You!

Proudly Serving  
DFAS  
America's Heroes

