

Section 7. DoDAACS in WAWF

Q. If the Vendor is trying to use a DoDAAC that WAWF is saying is inactive, who do they call?

A. First, the vendor should double check their contract to make sure they're entering the correct DoDAAC. If they are and they are still getting the error, they should contact their Contracting Office for resolution.

Q. If the Ship to DoDAAC is not valid should they use the Admin DoDAAC?

A. The required WAWF DoDAAC's are Admin, Ship To, and Pay Office (and LPO for Navy). Many contracting officers also include specific WAWF information pages, so have the vendor review their contract to find this page. If this page is not available, then refer the WAWF user to the front page of the contract and reference the applicable address boxes for the DoDAAC information. If the DoDAAC is not available on the Contract then the Vendor needs to contact their Contracting Officer for resolution.

Q. If "Ship to DoDAAC" causes problems, who should the Vendor contact for correction?

A. If it appears the Ship To DoDAAC is not currently registered in WAWF, the vendor should contact their Contracting Officer.

Q. How can I find and contact a Pay Office DoDAAC?

A. While in WAWF, in the Lookup Menu, click on Pay DoDAACs. If you search without entering any criteria in the City Name field, it will list all pay offices. Also visit <http://www.dfas.mil/dfas/contractorsvendors/phonenumbers.html>.