



# DEFENSE LOGISTICS AGENCY

## Wide Area Workflow Vendor Registration Guide

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### Helpful Websites

WAWF Production Page  
<https://wawf.eb.mil>

WAWF Practice Site  
<https://wawftraining.eb.mil>

WAWF Web-Based Training  
[www.wawftraining.com](http://www.wawftraining.com)

DLA WAWF Quick Reference Guides  
<http://www.dla.mil/j-3/wawf>

DFAS E-invoice payment information  
<https://myinvoice.csd.disa.mil>

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# Getting Started for Vendors

1. Review training material
2. Verify Central Contractor Registration (CCR) information
3. Request CAGE code activation in Wide Area Workflow
4. Determine invoice method
5. Set up your computer
6. Self-Register
7. Practice entering invoices on WAWF training site
8. Refer to contract for invoicing instructions
9. Payment information

## 1. Review training material

Online training is available at <http://www.wawftraining.com>

## 2. Verify Central Contractor Registration (CCR) information

Your CAGE code must be active and there must be at least one individual listed as the Electronic Business Point of Contact (EB POC) in CCR.

To view your company's CCR profile go to: <http://www.ccr.gov>

Click on the "Search CCR" link.

Verify that your account is active and take note of your EB POC.

If EB POC information needs to be added or updated, click on the 'Update or Renew Registration' link or contact the CCR Assistance Center at 888-227-2423 for further assistance. Your DUNS and TPIN code will be required.

## 3. Request CAGE code activation in Wide Area Workflow

The EB POC is the only individual authorized to request CAGE activation in WAWF.

To request activation, have your EB POC call the Ogden WAWF Helpdesk at:  
1-866-618-5988

Activation should only take a few minutes.

## 4. Determine invoice method

WAWF supports web, File Transfer Protocol (FTP), & Electronic Data Interchange (EDI).



File Transfer Protocol (FTP) or Electronic Data Interchange (EDI) process may be used if you have a large number of transactions and/or many line items per transaction. The WAWF FTP and EDI Guides are available after the vendor activates their account. The vendor MUST also contact the Ogden WAWF Helpdesk at 1-866-618-5988 to be assigned a Joint Interoperability Test Center (JITC) technician to assist in testing file layout(s).

## **5. Set up your computer**

WAWF is a free internet application, supported by various browsers (IE, Opera, Safari, Firefox, and Chrome). Refer to the "Machine Setup" link on the WAWF homepage.

The minimum system requirements are:

- 133 MHz or more Pentium microprocessor (or equivalent)
- SVGA Color Monitor (minimum 256 color)
- 64 MB RAM (minimum)
- Internet Access (broadband recommended)

## **6. Self-Register**

Vendors may self-register for the following roles: Vendor, Vendor View-Only, or Group Administrator (GAM). Users may have multiple roles.

Decide how many users will be accessing WAWF. Vendors with more than one person accessing WAWF should appoint at least one GAM to manage and activate users in the vendor's organization. The GAM may be the same person as the EB POC. If the GAM is not the EB POC, the EB POC should send an email to [escassig@ogden.disa.mil](mailto:escassig@ogden.disa.mil) authorizing the individual to be the company GAM.

Have all WAWF users complete the WAWF Self-Registration, starting with the GAM. The GAM will register and be activated first. After that, the GAM will be responsible for activating all other users for the CAGE code.

Users may self-register anytime after the EB POC activates the CAGE code in WAWF.

### **On-line Self-Registration Procedures:**

1. Using your web browser, go to WAWF Production Site at <https://wawf.eb.mil>
2. Click on 'Registration' link.
3. Select your login method.
4. Select the role of 'Vendor'
5. Click 'Next'
6. Edit User Profile information and save.



7. Edit User Authentication information and save.
8. Edit User Security Questions and save.
9. Add any requested Vendor User Roles. (Select role and enter Cage code)
10. Add any requested Administration User Roles (Select role and enter Cage code)
11. Click 'Submit'
12. Read the System User Agreement. Click 'Accept'
13. You will receive email notification from [cscassig@ogden.disa.mil](mailto:cscassig@ogden.disa.mil) upon account activation.

\* Passwords must be a minimum of 8 characters long and contain at least one capital letter, one lowercase letter, one number, and one special character (i.e.: !, @, #, \$, etc).

\* Passwords expire every 60 days!

\* After login, click on the 'User' link to update any profile information.

## **7. Practice entering invoices on WAWF Training site**

Practice submitting invoices at: <https://wawftraining.eb.mil>

Training instructions with logins and DoDAACs are located on the left menu. Note that this is a training site; only the preloaded DoDAACs are available.

For *Supply* contracts: Create a "RR/Invoice Combo" OR create a "RR" and "Invoice" separately

For *Service* only contracts: Create a "2-in1"

For *Cost Type* contracts: Create a "Cost Voucher"

## **8. Coordinate with government POC to begin entering invoices for your contracts**

Coordinate with your government POC to verify that the DLA activities involved in your contract are active in WAWF. An Active DoDAAC search can be performed on the WAWF home page. Click on the link "Active DoDAACs & Roles."

## **9. Payment Information**

Payment information may be tracked using the MyInvoice application. To register for an account, go to: <https://myinvoice.csd.disa.mil>

Your access will be granted if your registration information matches your company information in the CCR, limiting vendors to a view of their own data as defined by their CAGE/DUNS/TIN combinations.