

WAWF Frequently Asked Questions

- **What Is DoD Wide Area Workflow**

Wide Area Workflow (WAWF) is a secure Web-based system for electronic submission and processing of receiving reports and invoices in order to support DoD's goal of moving to a paperless acquisition process. WAWF provides the technology for government contractors and authorized DoD personnel to generate, capture, and process receipt and payment-related documentation.

- **Does WAWF apply to my contract?**

Yes, if your contract includes DFARS 252.232-7003, Electronic Submission of Payment Requests.

A DFARS rule change was made on March 03, 2008, mandating contractors utilize the Wide Area Work Flow (WAWF) system as the only acceptable system for submission and processing of payment requests (Invoices and Receiving Reports) under DoD contracts.

Note: If the payment office and the contract administration office concur, the contracting officer may authorize a contractor to submit a payment request using an alternative method. Even with this authorization, the contractor and the contracting officer shall agree to a plan, which includes a timeline, specifying when the contractor will transfer to WAWF.

- **What is a CAGE code? How do I obtain one?**

The Commercial and Government Entity (CAGE) code is a five character ID number used extensively within the Department of Defense and NASA. Go to the central contractor registration web site <http://www.ccr.gov>

The CCR is the primary contractor's database for the U.S. Government. The CCR collects, validates, stores, and disseminates data in support of agency acquisition missions. Both current and potential government contractors are required to register in CCR in order to be awarded contracts by the government.

- **What is a DUNS number? How do I obtain one?**

The Data Universal Numbering System (DUNS) number is a unique nine character identification number provided by the commercial company Dun and Bradstreet (D&B). Call D&B at 1-866-705-5711 if you do not have a DUNS number. Go to <http://www.dnb.gov>

- **WAWF System Requirements**

WAWF is a free internet application. Contractors should refer to the “Machine Setup” information on the WAWF homepage, <https://wawf.eb.mil>

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)

- **How does a contractor register for a WAWF account?**

View or download a copy of the Self-Registration Guide from the Vendor Information Tab at <http://www.dla.mil/j-3/wawf>

- **What types of documents can be created in WAWF?**

- Invoice
- Receiving Report
- Invoice and Receiving Report (Combo)
- 2-in-1 (Services Only)
- Cost Vouchers

For DLA Direct, inspection and acceptance at destination orders, suppliers are required to create either a receiving report or a combo which is a receiving report and invoice combined (combo) in order to provide RFID data. The depot posts the acceptance into WAWF via DSS.

For source inspection orders, suppliers are required to create a receiving report or combo so the Government QAR can post acceptance into WAWF.

For Customer Direct, Fast Pay orders, suppliers should only create a stand-alone invoice (fast pay) in WAWF. They will not be able to create a receiving report or a combo since not all DLA Customers are registered in WAWF yet.

- **Informational and Warning message are now displayed at the top of the page as a list. Information message are listed in blue. Error messages are listed in red.**

Wide Area Workflow 5.0

User Administration Console Vendor Documentation Lookup Logout

Vendor - Create Document

Contract >> Pay DoDAAC

Contractual	Contract Number	Delivery Order	CAGE Code / Ext.	Pay Official *
Y	SP090002MD044		13499	<input type="text"/>

* = Required Fields

INFO: The contract data is not available in DoD EDA.
 INFO: Click the Previous button or Contract >> link to enter a different Contract Number or continue creating the document.

WAWF uses Electronic Document Access (EDA) to pre-populate certain fields on the receiving report and invoice. When contract information is not in EDA an INFO message will be displayed

If the contract is not available in EDA, it does not prevent the contractor’s ability to submit their documents electronically. It just means the contractor must type in their data. To continue, click ‘Next.’

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User Administration Console Vendor Documentation Lookup Logout

Vendor - Receiving Report

Contract >> Pay DoDAAC >> Document >> Routing

ERROR: There is not a registered user for the role of Acceptor for Location Code 'SPRBL1'.

Contract Number	Delivery Order	CAGE Code
SP090002MD044		13499

Issue Date	Issue By DoDAAC	Acceptor
<input type="text" value="2011/03/02"/>	<input type="text" value="SP0900"/>	<input type="text" value="SF"/>

Ship To Code * / Extension	Ship From Code / Extension
<input type="text" value="SPRBL1"/>	<input type="text"/>

DoDAACs must have registered Acceptors in order to be used on a RR. If the order is customer-direct and inspection and acceptance at origin is not required, Fast Pay

should have been authorized. Check the order to see if Fast Pay applies. If so, click OK and create an invoice only, not a combo or receiving report. The contractor can ship using a commercial packing list in lieu of a receiving report (DD250) as authorized in the order by our local clause in Section D of the order.

The packing list should contain the complete Mark For including requisition (TCN) number; Order Number; CLIN; National Stock Number (NSN) or part Number if NSN is not available; Shipment Number; Quantity; and Unit of Issue. In addition, for all DIRECT SHIPMENTS to overseas and domestic consignees, including shipments to Consolidation and Containerization Points, the documentation with complete MARK FOR INFORMATION is to be placed in a water-resistant envelope securely attached to the outside of the shipping container/exterior pack.

- **What do I do if the address is incorrect in WAWF?**

WAWF will pull address data from the CCR for suppliers and DAASC for DoDAACS. If an address is incorrect, a contractor may edit the address on the Address link of the WAWF Document. This change is good for the life of the document..

Note:

The EBS pay office code of SL4701 appears in WAWF with a New Cumberland address. This is an internal DLA requirement. Contractors do not need to manually correct the address in WAWF since the invoice is forwarded to SL4701 electronically and not via the address on the screen.

- **Can I attach a document?**

Yes. Multiple attachments may be associated with a document, but each attachment cannot exceed 2MB of data.

- **How are attachments added in WAWF?**

Click “Attachment” link from the top menu of your document.

- **How/Where do I enter CLINs (Line Items)?**

Line Items must be input before document creation. Click on the ‘Line Item’ link to enter CLIN information.

Click on the Add CLIN / SLIN icon on the right side of the page under actions.

Click the add CLIN / SLIN icon and enter the line item information.

Click on the ‘Save CLIN / SLIN/ELIN’ button at the bottom of the screen.

A maximum of 250 CLINs may be entered per document.

- **Does RFID apply to my contract?**

If DFARS 252.211-7006 (D11B03) is in your contract and you're shipping to a DLA depot location, RFID is required.

- **How/Where do I enter RFID?**

Enter RFID Labels under the 'Pack' link of the WAWF Receiving Report. The WAWF online training site (www.wawftraining.com) provides a complete module on entering RFIDs.

- **What do I do if I submitted documents and shipped without RFID?**

You are in non-compliance with the contract requirements but there is no action necessary. DLA depots will initiate a supply discrepancy report when shipments do not comply with the RFID requirements.

Administrators should review the RFID folder on the Acquisition portal for Waiver/Extension procedures to see if one could be granted for the order

- **How do I add transportation charges to my invoice?**

If there is a CLIN assigned for transportation charges, create another CLIN for the transportation charges. A Goods receipt will need to be posted by the Administrator in order for DFAS to pay additive CLIN charges.

If there is no CLIN assigned, enter the transportation charge on the MISC Amts link of the WAWF document.

Charges over \$100: Documentation must be attached to the invoice (see attachment instructions). Documentation may be a freight bill or whatever documentation available that substantiates the dollar amount requested as the reimbursement for the transportation cost.

Charges over \$250 must be submitted on paper along with documentation when pay code is SL4701. Documentation may be a freight bill or whatever documentation available that substantiates the dollar amount requested as the reimbursement for the transportation cost.

- **First Article Test (FAT) CLINs**

DLA is developing First Article Test procedures for utilization of WAWF. Suppliers may use WAWF to invoice for these costs after they receive their approval letter and should continue using the paper process for the testing and acceptance portion of the FAT process.

- **What is ‘Fast Pay’? What DFARS clause must be in my contract for ‘Fast Pay’?**

A receiving/acceptance report must accompany an invoice before payment for purchases can be made. However, receiving reports are not required before payment for purchases under the fast payment procedures specified by FAR 52.213.1. Payments on contracts with fast pay clauses executed, modified, renewed, or contracts on which options have been exercised on or after April 1, 1989, must be made within 15 days after receipt of invoice. Contracts that include fast pay should be properly marked as “FAST PAY”. Invoice requirements are as follows:

- Invoice must be prominently marked “FAST PAY”.
- If the contract requires a shippers delivery order, the contractor has the option either of preparing such a report, or including the following information on the invoice:
 - a. A statement in prominent letters “NO RECEIVING REPORT PREPARED”.
 - b. Shipment number.
 - c. Mode of shipment.
 - d. At line item level:
 - (1) National stock number and/or manufacturer’s part number
 - (2) Unit of measure
 - (3) Ship-to point
 - (4) Mark-for point (if in contract) and
 - (5) FEDSTRIP/MILSTRIP document number, (if in contract)

- **Password Updates**

Passwords expire every 60 days. Passwords may be reset by clicking on the User link from the menu at the top, and then on the Change Password link under Security Maintenance.

- **More Help With WAWF**

For functional questions on DLA contracts, contact the DLA WAWF Assistance Line at wawf@dla.mil or 703-767-1915.

All technical issues related to WAWF should be directed to the Ogden WAWF Helpdesk at 866-618-5988, option 2, 3 or cscassig@csd.disa.mil

On-line WAWF training: <http://www.wawftraining.com>

DLA WAWF website: <http://www.dla.mil/j-3/wawf>