

Include the following clause in all solicitations and contracts that include the clause at DFARS 252.232-7003 Electronic Submission of Payment Requests. Use this clause, when applicable, in lieu of the "Invoicing" local clause. Do not include the clause if an exception contained in DFARS 252.232-7002 applies. Fill-ins should be completed by the Contracting Officer based on contract requirements.

52.232-4004 ARMY ELECTRONIC INVOICING INSTRUCTIONS NOV/2011

Contractor shall submit payment request using the following method(s) as mutually agreed to by the Contractor, the Contracting Officer, the contract administration office, and the payment office.

Wide Area Workflow (WAWF) (see instructions below)

Web Invoicing System (WInS) (<https://ecweb.dfas.mil>)

American National Standards Institute (ANSI) X.12 electronic data interchange (EDI) formats (<http://www.X12.org> and <http://www.dfas.mil/ecedi>)

Other (please specify) _____

DFAS POC and Phone: _____

WAWF is the preferred method to electronically process vendor request for payment. This application allows DOD vendors to submit and track Invoices and Receipt/Acceptance documents electronically. Contractors electing to use WAWF shall (i) register to use WAWF at <https://wawf.eb.mil> and (ii) ensure an electronic business point of contact (POC) is designated in the Central Contractor Registration site at <http://www.ccr.gov> within ten (10) calendar days after award of this contract/order.

WAWF Instructions:

Questions concerning payments should be directed to the Defense Finance and Accounting Service (DFAS) _____ at _____ or faxed to _____. Please have your purchase order/contract number ready when calling about payments.

You can easily access payment and receipt information using the DFAS web site at <http://www.dfas.mil/money/vendor>. Your purchase order/contract number or invoice number will be required to inquire about the status of your payment.

The following codes and information will be required to assure successful flow of WAWF documents.

TYPE OF DOCUMENT [check as appropriate]

Commercial Item Financing

Construction Invoice (Contractor Only)

Invoice (Contractor Only)

Invoice and receiving Report (COMBO)

Invoice as 2-in-1 (Services only)

Performance Based Payment (Government Only)

Progress Payment (Government Only)

Cost Voucher (Government Only)

Receiving Report (Government Only)

Receiving Report with Unique Identification (UID) Data (Government Only) UID is a new globally unique “part identifier” containing data elements used to track DOD parts through their life cycle.

Summary Cost Voucher (Government Only)

CAGE CODE: _____

ISSUE BY DODAAC: _____

ADMIN BY DODAAC: _____

INSPECT BY DODAAC: _____

ACCEPT BY DODAAC: _____

SHIP TO DODAAC: _____

PAYMENT OFFICE FISCAL STATION CODE: _____

EMAIL POINTS OF CONTACT LISTING: _____

INSPECTOR: _____

ACCEPTOR: _____

RECEIVING OFFICE POC: _____

CONTRACT ADMINISTRATOR: _____

CONTRACTING OFFICER: _____

ADDITIONAL CONTACT: _____

For more information contact: _____