

Department of Defense Electronic Invoicing

Wide Area Workflow – Vendor Getting Started Guide

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WAWF Getting Started for Vendors

Introduction Thank you for your interest in Wide Area Workflow. This guide will help you get started using WAWF. In addition to this guide feel free to access the following web links for additional information and training on WAWF:

WAWF General Information and Registration https://wawf.eb.mil

WAWF Training Database (great place to practice using WAWF) https://wawftraining.eb.mil

WAWF On-line Training Course (great place to begin learning WAWF) www.wawftraining.com

DFAS Electronic Commerce End Users Tool Box (register for classroom training and obtain user guides) http://www.dfas.mil/contractorpay/electroniccommerce/wawftrain.html

Overview General Steps for a Vendor to follow to use WAWF:

Steps	✓	Description
1		Register with the Central Contractor Registry (CCR)
2		Establish and Electronic Business (EB) Point of Contact (POC) in CCR
3		Register of Electronic Document Access (EDA) (Optional)
4		Ensure CAGE Code is added to WAWF Group Structure
5		Establish an Organizational Email Address
6		Designate a Group Administrator Manager (GAM)
7		Determine if batch feeds for data input is necessary
8		Set up PCs to Access WAWF
9		Self Register GAM
10		Have all users for the CAGE Code(s) self-register on the WAWF
		web site for one of the available Vendor Roles.
11		Practice Using WAWF

1st Step ☑ **Register with Central Contractor Registry (CCR)**

- All vendors must be registered in the CCR in order to sell goods and services to the Department of Defense (DoD).
- Register at URL <u>http://www.ccr.gov/</u> (External Link).
- For help with registration in CCR, contact Federal Service Desk at 866-606-8220 or 334-206-7828. If you do not know your CCR POC, you can contact the Federal Service Desk.

2nd Step ☑ Establish or verify the Electronic Business (EB) Point of Contact (POC) in CCR

- To facilitate electronic commerce between vendors and DOD, vendors must establish an EB POC for their company in CCR.
- The EB POC will be responsible for authorizing vendor employee(s) access to submit, modify and/or view data on behalf of the vendor. In WAWF terminology, the EB POC also functions as the Group Administrator (GAM). The GAM is your company's "Gate Keeper" and will be responsible for authorizing access to WAWF for all your company's employee(s).
- The CCR POC is responsible for entering EB POC data in CCR.
- To see if an EB POC is listed for a specific company, go to http://www.ccr.gov/ (External Link) and click on "CCR Search". Where prompted, enter the DUNS Number or CAGE Code or Company Name and click the "Search" button. If you are presented with a list of DUNS numbers, you will need to pick the specific location and click on the Detail link. Scroll to the bottom of the Inquiry Results page. There you can see if anyone is listed as the EB POC. If no one is listed, the company has not identified an EB POC yet.
- If a vendor sees that there is no one listed as their EB POC, they need to contact the CCR POC and ask the CCR to update the company's registration to include the EB POC.
- Each vendor can establish up to two EB POCs one primary and one alternate EB POC for each Cage/DUNS code.

3rd Step ☑ **Register for Electronic Document Access (EDA). (Optional Step, but recommended.)**

- Electronic Document Access (EDA) acts as a virtual file cabinet for the storage and retrieval of multiple types of acquisition documents to include Purchase Orders and post-award contracts. Vendors may be authorized to view contract documents that match their validated DUNS or CAGE codes.
- Go to the following URL <u>http://eda.ogden.disa.mil/users_guide/access/Registration/reg002_Ven</u> <u>dorSteps.html</u> for instructions. (External Link).

4th Step Have your CAGE Code added to the WAWF Group Structure

- Your CAGE Code/s must be added to WAWF Group Structure before any personnel can self-register in WAWF. If you have multiple CAGE Codes they can all be added to your group at the same time.
- Optional CAGE Code extensions can be created to subdivide your CAGE Code into smaller units. Each CAGE Code and extension will have its own organizational e-mail address. The email addresses will be used to notify your sub-groups that a document status has changed.
- To establish a vendor group for a CAGE Code, someone in your company needs to either call the Customer Support Center phone number or send an email to DISA Ogden. If your organization has multiple CAGE Codes, the WAWF Customer Support Center will assist in adding all your CAGE Codes to your CAGE Group Structure in WAWF. (see Customer Support link)
- Phoned in requests will be activated online. Emailed requests will be processed within 48 hours after receipt.
- Group Activation Email: Please use the following template to email requests to WAWF Customer Support: Customer Please fill in missing information with your company information. (External Link).
- **Important PLEASE NOTIFY YOUR EB POC!** We will need their authorization to activate individual accounts after the CAGE Code(s) are added to WAWF.

5th Step 🗹 Establish an Organizational email Address.

- WAWF routes information according to CAGE Codes. WAWF documents themselves do not get routed, but status information about the documents is sent in emails. For example, email confirmations are sent when a vendor SUBMITS a document. Email notices are sent when the government ACCEPTS or REJECTS the document.
- In order to receive status information about the WAWF documents, vendors need to establish organizational email accounts and determine who will have access to this organizational email account.
- Ensure that the organizational email address is operational and can receive email prior to registering it with the WAWF Customer Support Center.
- The GAM or EB POC shall provide the organizational email to the WAWF Customer Support Center. (See GAM Appointment Letter in Step 6 below).
- Note: If you do not set up an organizational email address, the personal email address of the first person who self-registers from your CAGE/DUNS Code will be used as the organizational email address.

6th Step Designate a Group Administrator (GAM) for your company.

- A GAM determines who has access to their data submitted in WAWF and provides the authorization to activate.
- In medium to large sized companies, there may be a need to establish more than one GAM.
- Vendors must appoint a GAM to manage their WAWF account. It is recommended that the EB POC be the GAM. As mentioned earlier, the GAM is your companies "Gate Keeper" and as such this person authorizes the activations and deactivations for the company's CAGE Code(s). When the EB POC registers as the GAM no additional paperwork is required to establish your WAWF GAM account.
- The EB POC will also be contacted when there is a question about invoices submitted through WAWF. Please ensure your EB POC is familiar with the WAWF process and they can contact company personnel to answer invoicing questions from government officials.
- If you appoint a GAM that is not your EB POC, they are required to submit their GAM appointment letter, signed by their EBPOC, via email to the Ogden Customer Support Center <u>Customer Support email</u> or they may fax it to the customer Service Center. The fax number is 1-801-605-7453. <u>GAM appointment letter</u>

7th Step ☑ Determine if batch feeds for data input is necessary.

- Most Vendors use the manual, web entry method to input their documents directly into WAWF. Web entry is a good method if you have a small volume of payment documents to create or if you have a small amount of lines on your contract(s). But for vendors that have a large number of transactions and/or many line items per payment document, you may want to consider submitting documents into WAWF via the File Transfer Protocol (FTP) or Electronic Data Interchange (EDI) method.
- WAWF FTP and EDI Guides are available after your account has been activated. If further assistance is needed, please contact the WAWF Customer Service Center and ask for help with EDI. A trouble ticket will be created and you will be forwarded to the Joint Interoperability Test Center (JITC) and a technician will be assigned to assist you in testing your file layout(s). (See Customer Support Link).

8th Step ☑ Set up PCs to access WAWF.

- Your current computer configuration is usually sufficient to use WAWF. On rare occasions your computer's browser setting may need to be changed.
- Please try using WAWF first and then if you experience problems check your set-up by selecting the "Machine Setup" link on the WAWF home page or call the Ogden Help desk for assistance - for Ogden Help desk information select the "Customer Support" link on the WAWF home page.

9th Step
GAM needs to Self Register in WAWF.

- Refer to the "Registration" Link on the WAWF Home Page and the Help button for details on registering in the WAWF application as a GAM.
- If the GAM's account has not been activated within 2 business days of self-registering, notify the WAWF Customer Service. (See Customer Service Link).

10th Step ☑ Have all users for the CAGE Code(s) self-register on the WAWF web site for one of the available Vendor Roles.

- Once the EB POC (GAM) has been activated, all company users will need to self-register. Now the EB POC (GAM) can activate or deactivate their company personnel within WAWF.
- Every user of WAWF must self-register on the WAWF web site by completing the online registration form.
- Refer to the "Registration" Link on the WAWF Home Page and the Help button for details on registering in the WAWF application in a Vendor Role.
- Note: User accounts will not be activated until the GAM activates the accounts. The GAM will receive an email for all registrations.
- If a user's account has not been activated within 2 business days of self-registering, notify the EB POC or WAWF Customer Support Center.

11th Step Ø Practice Using WAWF.

- Online Training Site Once you have completed steps 1-10, you may want to practice using WAWF in the online training site. This site is for practice only. You can practice submitting documents for payment, and viewing and working on documents in the online training site. After getting to the WAWF practice site, you should click the "Training Instructions" hyperlink in the left column to get your training User IDs and passwords and important sample data.
- To practice in the online training site go to the following URL <u>https://wawftraining.eb.mil/</u> (External Link).

Verifying the EB POC in CCR

Introduction In order to register in WAWF you must have an Electronic Business (EB) Point of Contact (POC).

Procedure Follow the steps below to verify who is listed as your EB POC in CCR.

1 Go to the CCR web site http://www.ccr.gov Result: Home page screen opens. 2 Click CCR Search. Result: CCR Search screen is displayed. 3 Enter Cage Code in the Cage Code Field or enter your Company Name in the Cage Code Field. Company Name field. Click Search.	the
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3 Enter Cage Code in the Cage Code Field or enter your Company Name in Company Name field. Click Search .	the
Company Name field. Click Search.	
CCD Course	
CCR Home CCR Search Enderal Agency Registration News Release Notes Request Data Access Help	
Dynamic Search Results Detail	
Search As of the July 30, 2008 release (4.08.2), CCR-registered vendors may elect not to display their registration in the CCR/FedReg Public Search. Federal government users may still view all registrations from a .mil, .gov or .fed.us domain.	
SBA Simple Search Request	
DUNS Clear Search Criteria Number Paderal DUNS Number: PLUS 4:	
Business CAGE Code: CAGE Code Search Opportunities	
Search	
Advanced Search	
Company Name: Note	
Small Business (by NAICS code)	
City:	
State: v Foreign Country: v	
Zip/Postal Code: Disaster Response Contractor: (You must select an additional search criterion to search for Disaster	
Response Contractors) Socio-Economic Factors: □ SPA Certified 84 Prior am Participant	
Self-Certified Small Disadvantaged Business	
Service Disabled Veteran Owned AbilityOne (formerly JWOD) Non-Profit Agency	
Uveran Owned Business	
Listing of Search Results:	
⊖ List all vendors (active and previously active)	
Search	
Mr. Robert E. Burton II, CCRIFedReg Program Manager CCR Version 4.10.3	
GSA Interview Note to all Users: This is a Federal Government computer system. Use of this system constitutes	
Result: The CCR Search Results screen displays.	

Continued on next page

Verifying the EB POC in CCR, Continued



Registering in WAWF User ID & Password - Vendor

Introduction	In order to use the WAWF application you will need to self-register. There are several roles for which you may register, e.g., GAM, Vendor and Vendor View Only.	
User ID Rules	• Minimum 8 characters	
	• May contain ONLY the following special characters ~ ! # \$ ^ _ { }	
Password Rules	• Must not already be registered in WAWF. Password formatting guidelines require that every password must contain:	
	• Minimum 8 characters	
	• Must contain at least 1 capital letter	
	• Must contain at least 1 lower case letter	
	• Must contain at least 1 number	
	• Must contain at least 1 special character	
	• Cannot contain consecutive characters (abc or cba)	
	• Cannot contain repeating characters (aa, bb, etc)	
	• Cannot contain the same character more than twice	
	• Entered passwords must be different from last 10 passwords used	
	• Cannot be changed within 24 hours	

Registering in WAWF User ID & Password – Vendor, Continued

Procedure

Follow the steps below to self-register in WAWF.



Continued on next page

Registering in WAWF User ID & Password - Vendor, Continued

Step	Action
4	Select the radio button labeled User ID \ Password and Vendor.
	Click Next.
	Wide Area Workflow 5.0
	Home Registration
	User Authentication Type >>
	• User ID \ Password • Common Access Card • Software Certificate
	What Roles will you be registering for? *
	 O Vendor ○ Government
	* Asterisk indicates required entry.
	Rext Relp
	Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ Site Index
	Result: Data Capture screen displays.
5	Click the Edit link next to User Profile.
	Wide Area Workflow 5.0
	Home
	Registration
	User Profile * (Edit)
	First Name Last Name Commercial Telephone DSN Telephone Organization Email Address Title Rank/Grade
	User Authentication * (Edit) User ID Password
	User Security Questions * (Edit)
	Security Question Security Answer
	Vendor User Roles * (Add) Administrative User Roles * (Add)
	*Asterisk indicates required entry.
	Submit Previous Help
	Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAO Site Index
	Result: The Registration – Edit User Profile screen displays.

Registering in WAWF User ID & Password - Vendor, Continued

6	Enter required data and click Save
0	Wide Area Workflow 5.0
	Home
	Registration - Edit User Profile
	First Name * Last Name *
	Commercial Telephone * DSN Telephone
	Organization * Title *
	Email Address * Confirm Email *
	Rank/Grade
	* Asterisk indicates required entry.
	Save Cancel Help
	Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ. Site Index
	Result: User is returned to the Data Capture screen.
7	Repeat steps 5-6 for User Authentication. User Security
	Ouestions. Vendor User Roles and Administrative User Roles .
	Click Submit .
	Note: Comments and attachments are optional on the
	Vendor/Administrator User Roles sections.
	Result: The Registration - View & Accept Information System
	User Agreement screen displays.
8	Click Accept.
	Home
	Registration - View & Accept Information System User Agreement
	STANDARD MANDATORY NOTICE AND CONSENT PROVISION FOR ALL DOD INFORMATION SYSTEM USER AGREEMENTS
	By signing for clicking-inrough this document, you acknowledge and consent that when you access bepartment of Defense (LOD) information systems: You are accessing a U.S. Government (USG) information system (IS) (which includes any device attached to this information system) that is provided for U.S. Government
	authorized use only. You consent to the following conditions:
	The U.S. Covernment routinely intercepts and monitors communications on this information system for purposes including, but not limited to penetration testing, communications security (COMSEC) monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counter-intelligence (CI) investigations.
	At any time, the U.S. Government may inspect and seize data stored on this information system. Communications using, or data stored on, this information system are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used
	for any U.S. Government-authorized purpose. This information system includes security measures (e.g., authentication and access controls) to protect U.S. Government interests—not for your personal benefit or privacy.
	Notwithstanding the above, using an information system does not constitute consent to personnel mixed we inforcement or counternine ligence investigative searching or monitoring of the content of privileged communications or data (including work product) that are related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Under these circumstances, such communications and work product are private and confidential, as further explained
	below: Nothing in the User Agreement shall be interpreted to limit the user's consent to, or in any other way restrict or affect, any U.S. Government actions for purposes of network
	administration, operation, protection, or deniese, or for communications security. This includes all communications and data on an information system, regardless or any applicable privilege or confidentiality. The user consents to interception/capture and seizure of ALL communications and data for any authorized purpose (including personnel misconduct, law enforcement, or
	counterintelligence investigation). However, consent to interception/capture or seizure of communications and data is not consent to the use of privileged communications
	Accept Previous Help
	Result: Confirmation of registration screen displays. You will
	receive an e-mail containing your User ID. Once you have been
	activated by an administrator, you will receive another email
	notifying you of the role(s) for which you have been activated.
	If you have any questions, please contact the Customer Support.