

Wide Area Workflow 5.0.1

Vendor Getting Started in WAWF

General Steps for a Vendor to follow to use WAWF

- Step 1. Register with the Central Contractor Registry (CCR).
- Step 2. Establish an Electronic Business (EB) Point of Contact (POC) in CCR.
- Step 3. Register for Electronic Document Access (EDA). (This step is not required but recommended.)
- Step 4. Ensure CAGE Code is added to WAWF Group Structure.
- Step 5. Establish an Organizational Email Address.
- Step 6. Designate a Group Administrator Manager (GAM).
- Step 7. Determine if batch feeds for data input is necessary.
- Step 8. Set up PCs to Access WAWF.
- Step 9. Self Register GAM.
- Step 10. Have all users for the CAGE Code(s) self-register on the WAWF web site for one of the available Vendor Roles.
- Step 11. Practice Using WAWF.

Step 1: 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 <http://www.ccr.gov/> (External Link).

For help with registration in CCR, contact the CCR Assistance Center at 1-888-227-2423, or 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.

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Step 2: Establish or verify the Electronic Business Point of Contact (EB 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.

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Step 3: 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. Vendor may be authorized to view contract documents that match their validated DUNS or CAGE codes.

Go to the following URL http://eda.ogden.disa.mil/users_guide/access/Registration/reg002_VendorSteps.html for instructions. (External Link).

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Step 4: 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 Support email](#) 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.

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Step 5: 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.

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Step 6: 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 company's "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 [Customer Support email](#) or they may fax it to the customer Service Center. The fax number is 1-801-605-7453. [GAM appointment letter](#)

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Step 7: 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).

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Step 8: 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.

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Step 9: GAM needs to Self Register in WAWF.

Refer to the "Registration" Link on the WAWF Home Page and the Help button for a 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).

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Step 10: 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 own 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 a 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.

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Step 11: 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 <https://wawftraining.eb.mil/> (External Link).

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