Wide Area Workflow (WAWF) Instructions

REGISTRATION for NEW USERS

<Go to> https://wawf.eb.mil/

<Scroll down> the home page to the bottom and select Self-Register

<click> **OK** and **OK** when the two message windows appear

Program will take you to the **WAWF Self-Registration Page.**

<enter> **First Name, Last Name, Commercial Telephone, Email Address, Organization** and **Title.** <click> **Continue**

<select> Logon Method – **User ID and Password,** <click> **Continue**

<enter> a **User ID** <click> **Continue**

<choose> a **Role**:

- **Vendor** for those who should have access to submitting and or amending invoices
- **Vendor View Only** for those who only need to view the status of invoices

<click> **Continue**

<enter> **Cage Code** (Can be found on the Routing Chart on the MOD that is issued, stating that WAWF is required). The Extension data field is not required. <click> **Continue**

Comments and Attachments are not required, <click> **Continue**

Please review the profile information to make sure all information is correct.

<check> the box indicating **Statement of Accountability,** <click> **Register Now**

If registration was successful, you should see a page that states, Thank you or registering for Wide Area Workflow, blah, blah, blah.

You can close out the browser window at this time.

Access to the Wide Area Workflow will not be available until activation of the registration has been requested by your Company's authorized Point of Contact.

AUTHORIZING REGISTRATION for NEW USERS

Your Authorized Point of Contact is the person(s) listed on the Central Contractor Registry (CCR).

Authorization can be requested by two methods:

By **Phone** call the DISA Ogden Help Desk at 866-618-5988, or

Email to cscassig@cgden.disa.mil. Sample email below:

"I, _____, authorize the activation of the following user for Cage Code 6R566 on Wide Area Workflow (WAWF)."

The user information must include First Name, Last Name, User ID and Role (as registered).

Once the activation has been processed, the New User will receive a WAWF Activation Notice email. (**See sample on following page**).

This will contain the Role, Cage Code and one-time password for logging on to WAWF for the first time.

LOGGING IN TO WAWF

<Go to> https://wawf.eb.mil/

<Scroll down> the home page to the bottom and select **Logon**

<click> **OK** and **OK** when the two message windows appear

<enter> your **User ID and password** <click> **Submit**

If this is the first time logging in, use the one-time password provided in the Activation Notice email. You will need to create a new password according to the listed Instructions.

You now have access to use WAWF.

WAWF INVOICING INSTRUCTIONS

NOTE: *You cannot begin submitting electronic invoices through WAWF until you have received a Contract MOD from the Government stating that the purpose of the MOD is to add electronic invoicing using Wide Area Work Flow. A Routing Table will be provided as part of the MOD, which will contain information needed to submit the invoice for each specific project.*

<Go to> https://wawf.eb.mil/

<Scroll down> the home page to the bottom and select **Logon**

<click> **OK** and **OK** when the two message windows appear

<enter> your **User ID and password** <click> **Submit**

You are now at the WAWF home page.

<click> **Vendor** and then <click> **Create New Document**

<enter> the **Contract No.** (alpha-numeric only, no spaces) This is your MACC Contract No found on the MOD routing table.

<enter> the **Delivery Order No.** (all four digits) found on the MOD Routing Table.

<enter> **Cage Code/Ext** (as shown) found in box 8 of the Contract MOD.

<click> **Continue**

Ensure all information, including the **PayDoDACC** is correct (see MOD routing table)
<click> **Continue**

You should be on the Select Document to Create screen. <select> **Construction Payment Invoice**. The screen will flicker and add the option to Continue.

<click> **Continue** and a new set of data cells will appear.

Leave **Issuing Date** blank and refer to the MOD Routing Table for the following information to enter into WAWF.

As shown on **WAWF**	As shown on **Contract MOD**	You Enter
Issue by DoDACC	Issuing Office DoDACC	_____
Admin DoDACC	Admin DoDACC	_____
Inspect by DoDACC/Ext	Inspector DoDACC	_____
Contracting Officer/Ext.	Service Acceptor DoDACC	_____
LPO DoDACC/Ext	LPO (Certifier) DoDACC	_____
Pay DoDACC	Pay DoDACC	_____

Once all information has been entered, <click> **Continue**

You are now at the **Data Capture -- Construction Payment Invoice** screen, containing the following Tabs: Header, Addresses, Discounts, Comments, Line Item and Misc. Amounts.

<go to> **Line Item Tab** and <click> on **Actions**

<enter> the following information in the data cells provided on the **Add CLIN/SLIN** screen.

As shown on **WAWF**	**Otherwise known as**	You Enter (sample)
Item No.	CLIN (from Contract MOD)	_____
Stock Part No.	Always enter	**None**
Type	Select from drop down menu	**Vendor's Part Number**
Qty Provided	Total amount of Invoice $	_____
Unit	Dollars	**DO**
Unit Price	Always enter	**1**
SDN		Leave Blank
ACRN		Leave Blank
Description	See below	

* Project Title / Delivery Order No. / Progress (or Final) Billing / MONTHYEAR

<click> **Save CLIN/SLIN** If the data is not correct, <click> Edit Line Item under Actions

If correct, <go to> **Header Tab** and enter the following information:

As shown on **WAWF**	**Otherwise known as**	You Enter (sample)
Shipment No.	Invoice No.	_____
Shipment Date	Date Invoice Entered	See Below

Invoice No.	Invoice No.	
Invoice Date	Date Shown on Invoice	See Below
Final Invoice	Select as Applicable	YES or NO

You can hit **Shift * and Tab** to enter today's date, or <click> on the **Calendar** to select a different date.

<click> **Create Document**. You will now be at the Construction Payment Invoice screen where you should verify that all information is correct before proceeding to the next step.

<go to> **Misc. Info Tab** to **attach Invoice documents**.

- Invoice and Schedule of Prices
- Affidavit, Certification, QC Certification and Safety Manhours
- Submittal Register
- CPM Schedule
- (Final Invoice only) Closeout AIA documents

These should be scanned as one pdf file and labeled by Job No & Invoice No. **NOTE:** The file name of the attachment cannot contain any spaces or characters.

To attach the pdf file, <click> on the **Action** icon. This will take you to the Form – Attachments screen where you can **browse** your computer to **select** the applicable pdf file.

Once you have selected the applicable file, <click> **Continue**. You will be returned to the previous screen. You can verify the file selected by clicking on the down arrow for Attachments.

Repeat the process for attaching documents until all applicable documents have been attached. (We were advised to put all docs into one file).

When all files attached <go to> **Header Tab**.

Scroll to the bottom of the page and <click> on **Signature** block.

You will be at the **WAWF Password Confirmation** screen. Your User ID will be shown and you <enter> your **password**. <click> **Continue**

A Windows Explorer window appears "The document is now signed....", <click> **OK**.
The screen will read, "Your data is being submitted. Please wait."

You should now have a screen that says, "The Construction Payment Invoice has been submitted

successfully".

It will also show you to whom automatic emails were distributed, as follows:

Email sent to Vendor: contractorname@workemail.com

Email sent to Inspector: nfecml_cherpt_roic@navy.mil

Email sent to Acceptor: nfecml_cherpt_roic@navy.mil

You also have the option to send Additional Email Notifications. Such as:

- Regional Manager
- Project Manager
- Accounting Department / Comptroller

When finished simply <click> on **Home / Log Out** at the top of the menu on the left and **close your browser screen** as recommended.