

ACQUISITION HOUR WEBINAR

Invoicing the Federal Government – Department of Defense (iRAPT) and Other Federal Agencies

Sponsored by:



November 4, 2015



Providing expert technical
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8 WAYS A SHUTDOWN WOULD DAMAGE HOMELAND SECURITY



UPCOMING EVENTS

02/26/2015
FEDERAL PRIME CONTRACTOR GROUP MEETING
ST. FRANCIS (MILWAUKEE) »

03/03/2015
SMALL BUSINESS GOVERNMENT CONTRACTING
SERIES: SELLING TO THE DEPARTMENT OF VETERANS
AFFAIRS
WAUWATOSA »

03/04/2015
ACQUISITION HOUR: LEARNING ABOUT WAWF - IRAPT
WEBINAR »

03/09/2015
ENTERING THE GOVERNMENT MARKET - A PRIMER
RACINE »

03/11/2015
ACQUISITION HOUR: PREPARING FOR CSPR AUDIT
WEBINAR »

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- FREE Bid Matching Services
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- Locating Local, State and Federal Opportunities
- Government Market Strategy Development
- Training in use of Government websites and tools
- Assistance with System for Award Management (SAM) Registration
- Assisting in Market Research Process
- Development of Market Profile
- Small Business Subcontracting Plans-Development, Outreach and Reporting
- Small Group Training
- Outreach and training with Local, State and Federal agencies
- Assist with Pre and Post Award Functions
- Assistance with Agency Specific Contracting Requirements
- Assistance with Contracting Regulations and Requirements, including FAR, DFAR, CFR
- Assistance with GSA Schedule Preparation and Administration
- Assistance with Local, State and Federal Certifications, including:
 - Service Disabled & Veteran Owned Small Business, HUBZone, Woman Owned Small Business, 8(a) Business Development Program
 - State
 - Local
 - DBE
- Bid Review and Submission Assistance
- Proposal and Assistance, Review and Submission Assistance
- Capabilities Statement and Related Government Marketing Material Development
- Assistance in Locating and Developing Teaming Partners and Subcontractors
- Updated Government Market Information

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Getting Paid

Marc N. Violante

Wisconsin Procurement
Institute

November 4, 2015



Webinar - topics

- 2 parts
- General overview of electronic payment systems
- Detailed overview of DoD's iRAPT system – aka (WAWF)

First part - goals

- General principles
 - Proper invoice - definition
 - Processes to follow
- Requirements for submission of an invoice
- Awareness of electronic payment programs beside WAWF (Irap)
- Payment considerations as a subcontractor

Privity

- Privity of contract
 - Can create a roadblock to
 - Conversation
 - Assistance
 - Detail which alternatives exist
 - What rights you have

Privity of Contract

- The prime contractor retains legal and management responsibility for overall contract performance.
- There is *privity* of contract between the Government the prime contractor and between the prime contractor and subcontractor(s).
- There is no *privity* of contract between the Government and the subcontractor.
- However, the Federal Acquisition Regulation and its supplements contain certain contract clauses that **must “flow down” to subcontractors.**

Copied from: <https://dap.dau.mil/acquipedia/Pages/ArticleDetails.aspx?aid=759852f9-0578-4940eccd93eb810>

Visited: November 3, 2015

First question

- Are you a prime to the Federal Government?
- Are you a prime to a Federal Government Prime?
 - Sometimes it can be difficult to tell
 - Department of Energy Labs
 - DOE – very little direct spending
 - Fermi
 - managed by U Chicago
 - solicitations are managed by U Chicago
 - NASA
 - Jet Propulsion Laboratory

DOE - FACILITY MANAGEMENT CONTRACTORS (FMCs)

- The Facility Management Contractors (FMCs) listed in this section are **prime contractors** that
 - manage and operate national laboratories and Departmental field sites.
- DOE spends approximately **85%** of its procurement base on these contractors.
- As these FMCs achieve the mission of the field site they manage and operate, they have **independent buying authority** and use best commercial practices to subcontract for supplies and services.
- Moreover, the Department **flows-down small business buying preferences** in order to help th

Copied from: cms.doe.gov/sites/prod/files/2015/09/f26/SBPM-Directory.pdf,
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FMCs meet their small business subcontracting plan goals

Payment terms?

- Prior to signing the contract insure that you understand the payment terms.
 - Will you be paid upon completion of your task?
 - Will you be paid after the prime completes the total contract?
 - What registrations are required?
 - What constitutes a correct invoice?
- Does the agreement discuss – disputes or how any issues between the prime and the subcontractor will be resolved?

Key Steps to getting paid

- Inspection
 - Where – FOB origin, destination
 - Who will inspect?
 - Who has the authority?
 - What documents are required?
- Acceptance
 - Record retention
 - Record distribution
- Submission of a
 - Proper and complete invoice

FAR - 52.232-1 Payments

- As prescribed in [32.111](#)(a)(1), insert the following clause, appropriately modified with respect to payment due date in accordance with agency regulations, in solicitations and contracts when a fixed-price supply contract, a fixed-price service contract, or a contract for nonregulated communication services is contemplated:

Payments (Apr 1984)

- The Government shall pay the Contractor, **upon the submission of proper invoices or vouchers**, the prices stipulated in this contract for supplies delivered and accepted or services rendered and accepted, less any deductions provided in this contract. Unless otherwise specified in this contract, payment shall be made on partial deliveries accepted by the Government if-
 - (a) The amount due on the deliveries warrants it; or
 - (b) The Contractor requests it and the amount due on the deliveries is at least \$1,000 or 50 percent of the total contract price.
- (End of clause)

Proper Invoice

A proper invoice must have the following:

- ✓ Invoice date
- ✓ Name and address of the vendor
- ✓ Invoice number, account number and/or any other identifying number agreed to by contract
- ✓ Contract number or other authorization for delivery
- ✓ Description, price and quantity
- ✓ Shipping, payment, and discount terms
- ✓ Taxpayer Identifying Number (TIN), unless agency procedures provide otherwise
- ✓ Contact name (where practicable) of person to be notified in event of a defective invoice
- ✓ Banking information, unless agency procedures provide otherwise, or except in situations where the EFT requirement is waived under 31 CFR 208.4
- ✓ Other substantiating documentation or information required by the contract

Copied from: <http://www.dfas.mil/ecommerce/myInvoice/proper.html>

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IMPROPER INVOICES

Common Problems with Invoices

- Wrong or incomplete contract (PO) number
- Missing call/delivery order number
- Vendor sends statements and not invoice
- Billing for past due amounts on current charges instead of submitting original invoice where balance is due
- Missing invoice number and date
- Billing description is incomplete or incorrect
- Failure to mark DD250 as an original invoice
- Invoice is submitted by a vendor (sub contractor) other than the vendor named on the contract



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SMART GOVERNMENT INVOICING



The Invoice Processing Platform (IPP)



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www.ipp.gov

Agencies using IPP (partial list)

Department of the Treasury

- Bureau of Engraving and Printing
- Bureau of the Fiscal Service
- The Community Development Financial Institutions Fund
- The Financial Crimes Enforcement Network
- Financial Management Service – GWA/GL
- Internal Revenue Service
- Office of the Comptroller of the Currency
- Office of the Special Inspector General for the Troubled Asset Relief Program
- Treasury Alcohol and Tobacco Tax and Trade Bureau
- Treasury Departmental Offices
- Treasury Franchise Fund
- Treasury Inspector General for Tax Administration
- Treasury Office of Financial Stability
- Treasury Office of Inspector General
- U.S. Mint

Department of the Interior

- Bureau of Indian Affairs
- Bureau of Land Management
- Bureau of Ocean Energy Management, Regulation and Enforcement
- Bureau of Reclamation
- Bureau of Safety and Environmental Enforcement
- DOI Departmental Offices (including Interior Business Center)
- National Park Service
- Office of Surface Mining
- U.S. Fish and Wildlife Service
- U.S. Geological Survey

Department of Agriculture

- Agricultural Marketing Service
- Agricultural Research Service
- Animal and Plant Health Inspection Service
- Departmental Management
- Economic Research Service
- Farm Service Agency
- Food and Nutrition Service
- Food Safety and Inspection Service
- Foreign Agricultural Service
- Forest Service
- Grain Inspection, Packers and Stockyards Administration
- National Agricultural Statistics Service
- National Institute of Food and Agriculture
- Natural Resources Conservation Service
- Office of the Inspector General
- Risk Management Agency
- Rural Development

<http://www2.epa.gov/financial/contracts>

- **Information on Receiving Contract and Commercial Payments**

Billing Tips

Prior to submitting your invoice

- Register in the [System for Award Management \(SAM\)](#)
- Know the terms of the contract/procurement requisition document
- Know the EPA payment office's address, phone number, and the method to submit invoice billings
- Know whether cost and funding limitations apply
- Ensure your company is classified correctly by EPA (small businesses or individuals may qualify for accelerated payments)

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EPA – electronic invoicing

Required information for invoices

- Date of invoice
- Invoice number
- Total amount billed
- EPA contract and delivery order number and period of performance
- Complete company name and billing address as stated on the contract or order
- Duns and Taxpayer Identification Number Bank for EFT payment, bank name, address, account number and routing number, if not in the SAM
- Point of contact name, email and phone number

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EPA - invoicing

- See <http://www2.wpa.gov/financial/contracts>
- Instructions for Submitting Invoices Electronically
- Commercial Invoices
 - Commercial payments are more commonly known as simplified acquisition payments (SAPs). Invoices for training and utilities are usually processed as SAPs.
- Instructions for submitting invoices via mail
 - If you are unable to submit your contract or commercial invoices via email, you may send your invoice to the RTP Finance Center at the following addresses.

EPA – electronic invoicing

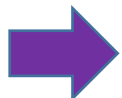
Invoice content and formatting

- Bill only within the period of performance
- Bill for only one option period per invoice
- Bill only for only one delivery order per invoice
- Use the original invoice number followed by an 'R' (resubmitted or revised) when billing for reclaimed, revised or returned billings
- Bill the net amount only when billing for revised or suspended amounts
- Never bill in excess of the contract funded amount
- Do not bill for state and local taxes unless authorized - EPA Tax Exempt #: 520852695

Copied from: <http://www2.epa.gov/financial/contracts>, visited:
November 3, 2015

https://www.nsa.gov/business/programs/electronic_invoicing.shtm

- Electronic Invoicing
- Electronic invoicing with The Maryland Procurement Office provides a fast and accurate method of submitting and tracking invoices. All vendors are required to submit their invoices electronically through our MPO office, unless otherwise stated in the contract.
- The MPO Electronic Commerce (EC) office has a secure website that allows vendors to submit invoices and attachments. **The website is the only form of electronic submission of invoices.** According to the DFAR for Electronic Submission and Processing of Payment Requests, Facsimile, e-mail and scanned documents are not acceptable electronic forms.”
- MPO understands that there could be circumstances that prevent vendors from submitting invoices electronically. MPO requests that any contractor/vendor who has compelling circumstances that necessitate continuation of hardcopy invoice submissions substantiate that need in a letter addressed to the cognizant contracting officer.



Note

<http://fedpay.gsa.gov/>

- The FEDPAY Internet **Invoicing System** allows **Federal Acquisition Service (FAS) contractors** to submit invoices quickly and efficiently online.
- FEDPAY allows full-cycle electronic commerce contractors to receive **payments within ten days**. A full-cycle electronic commerce contractor submits invoices via Electronic Data Interchange (EDI) or Internet and receives payment via Electronic Fund Transfer (EFT). In addition to submitting invoices for payment, FSS Contractors may also track their purchase orders, invoices, and payment status online.

GSA Smartpay purchases

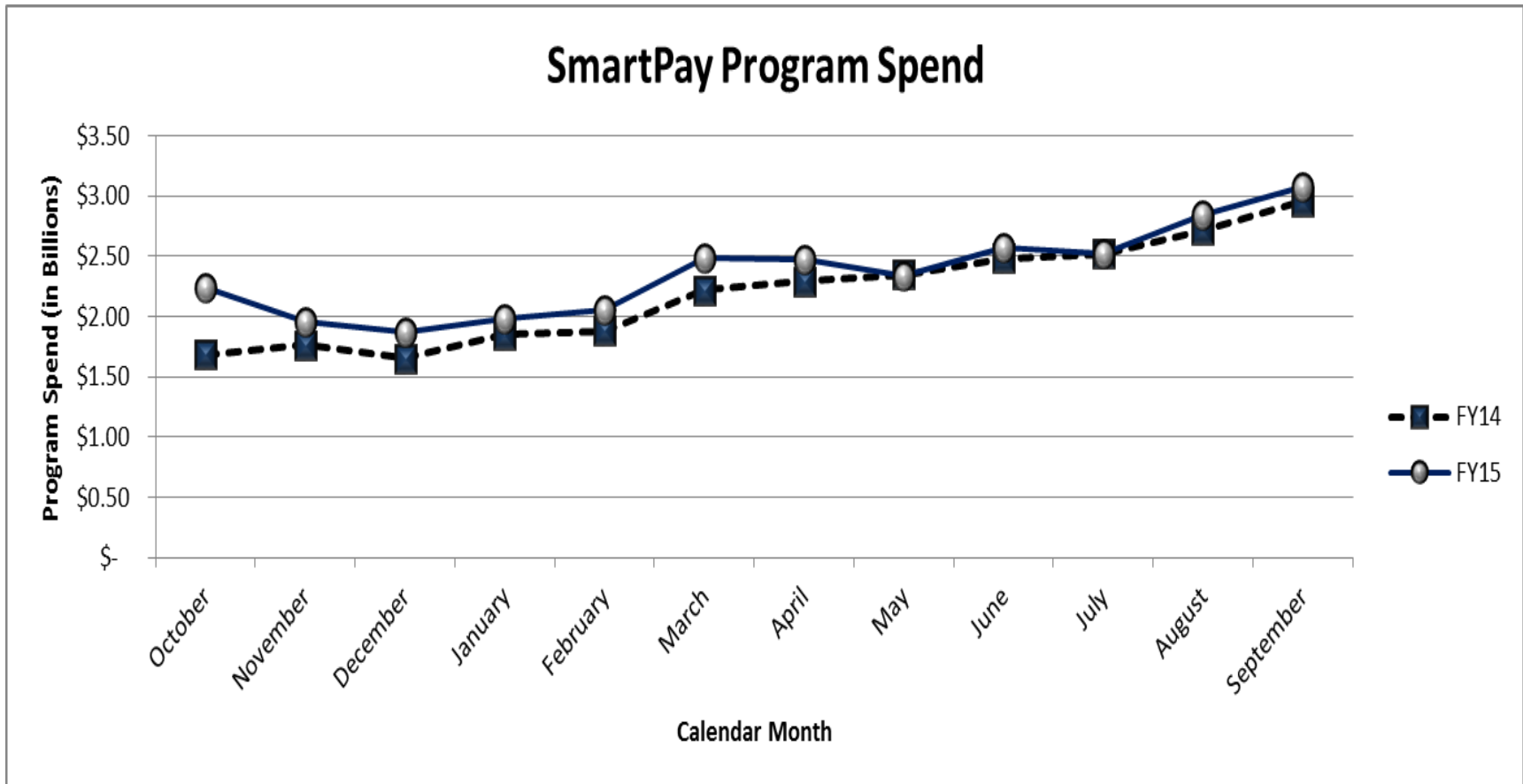
- The GSA SmartPay[®] cards continue to remain the preferred payment method of the government.
- These cards have become essential support tools for government agencies/organizations in supporting mission delivery.
- There are over 3 million cards in circulation, including more than 2 million travel cards, 300,000 purchase cards, and nearly 700,000 fleet cards.
- No government order forms to process.
- **Reduced billing and collection costs. Facilitates electronic commerce.**

Copied from:

www.gsa.gov/graphics/fac/A_QuickGuide_to_Accepting_the_GSASP_Card.pdf, visited

November 3, 2015

GSA Smartpay – dashboard graphic



Copied from: <https://smartpay.gsa.gov/content/about-gsa-smartpay#sa245> visited:
November 3, 2015

GSA Smartpay – cardless accounts

- Cardless solutions can be customized for large ticket transactions, payments to **vendors not traditionally accepting cards**, and **one-time supplier payments** or recurring transactions with a single vendor.
- These solutions can be a cost effective alternative for streamlining payment processes and earning refunds.
- Cardless accounts can also help agencies meet sustainability goals as transactions are 100%

Copied from: <https://smartpay.gsa.gov/content/innovative-solutions#a2>,
visited November 3, 2015

- available products include: Ghost Cards, Single Use

NIH

- <https://silk.nih.gov/ADB/BILLPAY>

<http://invoice.jpl.nasa.gov/>

- Welcome to the Invoice Management Section web site! We have designed this site with JPL's suppliers in mind, and we want to make it as easy as possible for you to find the information you need. On this site you will find information about how to send your invoice to JPL and what happens after we receive it, as well as invoice instructions, new Excel "smart forms," answers to your FAQs, and much more.
- ~ Alex Campbell, IMS Manager

<http://invoice.jpl.nasa.gov/IMS-Subcontracts.html>

- Subcontract Payment Process
- After receipt (the date IMS receives your invoice), the Invoice Management Section reviews all invoices for completeness of information, legibility, and compliance with subcontract terms and conditions. In addition, some invoices will be reviewed and approved by the Contract Technical Manager (CTM), and/or by the Subcontract Manager (SM).

<http://www.tungsten-etnetwork.com/US/en/veterans-affairs>

- INVOICES: **The Contractor shall submit proper invoices** (which can be done electronically) weekly to N&FS and to VCS separately.
- **Proper invoices shall** contain, 1) the contract number, 2) Facility Name, facility address and COTR name, 3) assigned purchase order/obligation number, 4) period of performance and any additional details necessary to identify service rendered, 5) itemized list of products and quantities delivered.
- INVOICES MUST BE SUBMITTED ELECTRONICALLY. This is now accomplished through the Tungster Network located at <http://www.tungsten-etnetwork.com/US/en/veterans-affairs>.

Veterans Affairs

- By submitting invoices electronically through OB10, the Contractor will experience prompt payment with reduced exceptions. Your participation is required in order to continue providing products or services to the VA in compliance with the Improper Payments Elimination and Recovery Act of 2010 (IPERA) and Mandate AN97. The rule mandating electronic invoice submission was published on Nov 27, 2012, and has an effective date of Dec 27, 2012. Mandata AN97 can be located on the Federal Registry at the link provided:
<https://federalregister.gov/a/2012-28612> .

NASA eInvoicing

- https://answers.nssc.nasa.gov/app/answers/detail/a_id/6491/~/nasas-e-invoicing-solution

DHS Notice of Award

Monthly invoices should include

- the current and cumulative expenditures to date under the contract.
- Payment Address
- The payment address for S&T payments is as follow:
- Invoices should be e-mailed to:
sat.invoice.consolidation@dhs.gov.
- Invoices can be mailed to: U. S. DHS – ICE
- Attn: S&T Directorate
- Burlington Finance Center

Federal Financial Management System

March 23, 2011

- Upon selecting the contractor/vendor from the vendor table, information about the contractor/vendor is automatically populated in the commitment including company name, point of contact, address, Data Universal Numbering System (DUNS) number, taxpayer identification number (TIN)6, etc. Once the commitment is entered into FFMS, the user submits it to a Funding Certifier for review, and then it is routed to an Approving Official for final approval. After being approved in FFMS, the FFMS user selects the commitment record in order to create an obligation record. Once the services or goods have been provided the vendor sends an invoice to the ICE Burlington Finance Center for payment. A payment technician then creates the payment in the Payment Management module by entering the FFMS document number (assigned during the commitment approval process and creation of the obligation record) of the corresponding obligation record. After the payment record is created and approved, it must be certified by a designated Certifying Official, at which time the payment records are then batched for transmission to Treasury based on the payment type (i.e., EFT or paper check), agency location code and designated Treasury regional finance center. Once batched, a designated data entry operator (DEO) uploads and enters the summary of the scheduled batch data (including confirmation number and dollar amount) **into the Secure Payment System (SPS)** for review and approval by a Certifying Official. Upon certification of the batch payments, the payments are transmitted electronically within SPS to the Treasury.

(a) Definitions. As used in this clause— “Department of Defense Activity Address Code (DoDAAC)” is a six position code that uniquely identifies a unit, activity, or organization. “Document type” means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF). “Local processing office (LPO)” is the office responsible for payment certification when payment certification is done external to the entitlement system. (b) Electronic invoicing. The WAWF system is the method to electronically process vendor payment requests and receiving reports, as authorized by DFARS 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports. (c) WAWF access. To access WAWF, the Contractor shall— (1) Have a designated electronic business point of contact in the Central Contractor Registration at <https://www.acquisition.gov>; and (2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this web site. (d) WAWF training. The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the “Web Based Training” link on the WAWF home page at <https://wawf.eb.mil/> (e) WAWF methods of document submission. Document submissions may be via web entry, Electronic Data Interchange, or File Transfer Protocol or Payweb (1) To access PayWeb, the vendor to the following site: <https://onronline.onr.navy.mil/payweb/> (2) For instructions on PayWeb payment request submission, please contact the

<https://www.pay.gov/public/home>

- Payments to the Federal Government
- **Common Payments**
- Pay.gov processes payments for hundreds of Federal government agencies, the most common of which are listed below.
- **DEPARTMENT OF VETERAN AFFAIRS**
- [VA Medical Care Copayment](#)
- **SMALL BUSINESS ADMINISTRATION (SBA)**
- [View all SBA forms](#)
- **DEPARTMENT OF DEFENSE**
- [Former Military Member or Former Federal Civilian Employee Debt Payment](#)
- **UNITED STATES COURTS**
- [Payment of Violation Notice](#)
- **UNITED STATES COAST GUARD**
- [USCG Merchant Mariner User Fee Payment](#)

WAWF

- WAWF is in accordance with the 2001 National Defense Authorization Act (DFARS 252.232-7003/252.232.7003 Electronic Submission of Payment Requests - January 2004) which requires claims for payment under a Department of Defense Contract to be submitted in electronic form.

What we will Cover Today

- What is iRAPT
- Getting started in iRAPT
- iRAPT Training site
- My Invoice



1) What is WAWF - iRAPT



What is WAWF-iRAPT

- WAWF stands for Wide Area Work Flow
- iRAPT was known as WAWF until release 5.6.0 in 2014 when the name was changed to Invoice, Receipt, Acceptance, and Property Transfer(iRAPT).
- The Department of Defense (DoD) initiated iRAPT to eliminate paper transactions from the acquisition process

What is WAWF-iRAPT

- An interactive web-based application that allows Vendors to electronically submit invoices and receiving reports, and the Government to inspect, accept, receive and pay electronically.

What is WAWF-iRAPT

- A Vendor initiates the Receipts and Acceptance process in iRAPT
 - Vendor (contractor or supplier) delivers goods or services according to contract terms
 - Then the vendor submits an Invoice & Receiving Report in the WAWF System

What is WAWF-iRAPT

- Next, the Goods or Services are Inspected and Accepted by the Government
 - Government entity that requested goods or services inspects and accepts in iRAPT
 - May involve more than one person and multiple locations
 - Acceptance generates a signed Receiving Report confirming inspection and acceptance

What is WAWF-iRAPT

- Finally, the Defense Finance and Accounting Service (DFAS) performs two functions in iRAPT
 - Compares Invoice, Receiving Report and the Contract
 - Authorizes payment through electronic payment system

What are the iRAPT Exceptions?

(DFARS 232.7002 Policy)

- (a)(1) Contractors shall submit payment requests and receiving reports in electronic form, **except for—**
 - (i) Classified contracts or purchases when electronic submission and processing of payment requests could compromise the safeguarding of classified information or national security;
 - (ii) Contracts awarded by deployed contracting officers in the course of military operations, including, but not limited to, contingency operations as defined in 10 U.S.C. 101(a)(13) or humanitarian or peacekeeping operations as defined in 10 U.S.C. 2302(8), or contracts awarded by contracting officers in the conduct of emergency operations, such as responses to natural disasters or national or civil emergencies, when access to the Wide Area WorkFlow by those contractors is not feasible;
 - (iii) Purchases to support unusual or compelling needs of the type described in FAR 6.302-2, when access to Wide Area WorkFlow by those contractors is not feasible;
 - (iv) Cases in which DoD is unable to receive payment requests or provide acceptance in electronic form;
 - (v) Cases in which the contracting officer administering the contract for payment has determined, in writing, that electronic submission would be unduly burdensome to the contractor. In those cases, the contracting officer administering the contract shall furnish a copy of the determination to their Senior Procurement Executive; and
 - (2) When the Governmentwide commercial purchase card is used as the method of payment, only submission of the receiving report in electronic form is required.
- (b) DoD officials receiving payment requests in electronic form shall process the payment requests in electronic form. Any supporting documentation necessary for payment, such as receiving reports, contracts, contract modifications, and required certifications, also shall be processed in electronic form. Scanned documents are acceptable for processing supporting documentation other than receiving reports and other forms of acceptance.
- (c) When payment requests and receiving reports will not be submitted in electronic form—
 - (1) Payment requests and receiving reports shall be submitted by facsimile or conventional mail. The contracting officer shall consult with the payment office and the contract administration office regarding the method of payment request to be used; and
 - (2) Section G of the contract shall specify the method of payment request shall be submitted by facsimile or conventional mail.

1.



Vendor

Creates/submits invoice and/or receiving report

3 ways to input

- 1. Web Input
- 2. SFTP
- 3. EDI



6.



DoD Pay Systems

DFAS entitlement system processes payments that match on invoice, receiving report, and contract. Authorizes transfer of funds via EFT to Vendors bank.

EFT

WAWF transmits payment actions EDI 810C, 856, & 861 via GEX to DoD pay systems.

2.



Govt. Inspector

Receives email notification of awaiting actions. Accepts or rejects using WAWF.

3.



Govt. Acceptor

Receives email notification of awaiting actions. Accepts or rejects using WAWF.

4.



Local Processing Office

Receives email notification of awaiting actions. Accepts or rejects using WAWF

5.



DFAS Payment Office

Receives email notification of awaiting actions. Researches any suspended transactions or rejects document to the initiator.

| WAWF External Interfaces |
|--------------------------|
| SAM |
| GEX |
| DAASC |
| EDA |

How does this WAWF process happen?

By the routing of documents through the WAWF system according to the DoDAACs that are entered by a Vendor

| SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30 | | 1. REQUISITION NUMBER | PAGE 1 OF | |
|---|---|--|---|----------------------------|
| CONTRACT NO. N0024404F5010 | 3. AWARD/EFFECTIVE DATE | 4. ORDER NUMBER | 5. SOLICITATION NUMBER | 6. SOLICITATION ISSUE DATE |
| 7. FOR SOLICITATION INFORMATION CALL: | a. NAME | b. TELEPHONE NUMBER (No collect calls) | 8. OFFER DUE DATE/ LOCAL TIME | |
| 9. ISSUED BY | CODE N00244 | 10. THE ACQUISITION IS <input type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE: % FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> (91A) NAICS: SIZE STANDARD: | 11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE <input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING | 12. DISCOUNT TERMS |
| FLEET AND INDUSTRIAL SUPPLY CENTER 937 N HARBOR DRIVE San Diego, CA 92132-0008 | 15. DELIVER TO NADEP North Island San Diego, CA 92135-7050 | 16. ADMINISTERED BY SEE BLOCK 9 | 14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP | |
| 17a. CONTRACTOR/OFFEROR CODE 1M3W0 FACILITY | 18a. PAYMENT WILL BE MADE BY CODE N68688 | | | |
| CACI CHANTILLI VA 22204-123 | https://wawf-gt.nit.disa.mil/xhtml/unauth/help/help.xhtml | | | |
| TELEPHONE NO. | | | | |

What is a DoDAAC? Department of Defense Activity Address Code (DoDAAC) is a six position code that uniquely identifies a unit, activity, or organization that has the authority to requisition and/or receive materiel.

What must be in a Contract for WAWF to be required?

Must identify proper DODAACs

- Issued By
- Paying Office
- Ship To

Must contain DFARS 252.232-7003, Electronic Submission of Payment Requests

Must contain Invoicing Instructions that instructs the contractor.....

- to submit invoices via I-rapt
- identifies type of invoice to submit
- identifies correct DODAACs to use for invoice submission
- shipment number format
- additional email notification instructions
- reminders on CLIN/SubCLIN info
- POC Identification

**WIDE AREA WORKFLOW – RECEIPT AND ACCEPTANCE (WAWF-RA)
ELECTRONIC RECEIVING REPORT AND INVOICING INSTRUCTIONS**

IN ACCORDANCE WITH DFARS 232.7002, USE OF ELECTRONIC PAYMENT REQUESTS IS MANDATORY. USE OF WAWF WILL SPEED UP YOUR PAYMENT PROCESSING TIME AND ALLOW YOU TO MONITOR YOUR PAYMENT STATUS ONLINE. THERE ARE NO CHARGES OR FEES TO USE WAWF.

Requests for payments must be submitted electronically via the Internet through the Wide Area WorkFlow – Receipt and Acceptance (WAWF-RA) system at <https://wawf.eb.mil>.

Questions concerning payment should be directed to the Defense Finance Accounting Services (DFAS) Limestone through the DFAS Centralized Customer Service number (800) 756-4571 (select option 2) or faxed to (866) 392-7091. Please have your order number and invoice number ready when contacting DFAS about payment status.

THE FOLLOWING CODES WILL BE REQUIRED TO ROUTE YOUR RECEIVING REPORTS, INVOICES AND ADDITIONAL E-MAILS CORRECTLY THROUGH WAWF.

CONTRACT NUMBER:

DELIVERY ORDER NUMBER:

TYPE OF DOCUMENT:

CAGE CODE:

ISSUE BY DODAAC:

ADMIN DODAAC:

SERVICE ACCEPTOR / SHIP TO:

PAY OFFICE DODAAC:

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11/4/2015

50

SEND MORE E-MAIL NOTIFICATIONS:

CONTRACTING OFFICER:

Keeping up with i-RAPT



Updates are found under: <https://wawf.eb.mil/xhtml/unauth/help/help.xhtml>

New User Information and Help

New User

Setup

- Machine Setup

Vendors Getting Started

- Wide Area Workflow eBusiness Suite - Getting Started Help
- IUID - Getting Started Help
- Help - iRAPT Vendor User Roles
- Help - EDA User Vendor Role
- Help - IUID Contractor User Roles

Training

Training

- Web Based Training

Help - System Information

- What's New in Wide Area Workflow e-Business Suite
- iRAPT Functional Information
- CORT Tool Functional Information
- iRAPT Instructions Clause Information
- iRAPT Mobile App
- iRAPT FTP User Guides
- iRAPT EDI User Guides



2) Getting Started in iRAPT, the “10 step program”



Vendor “10 Step” Program for Getting Started in iRAPT

1) System for Award Management (SAM) mandatory, register at:
<http://www.sam.gov>

2) Establish and/or verify the Electronic Business Point of Contact (EB POC) in SAM

The EB POC is responsible for all Vendor employee WAWF access also functions as WAWF Group Administrator (GAM)

3) Have your CAGE Code added to the Wide Area Workflow eBusiness Suite Vendor Group Structure

CAGE Code must be entered into Wide Area Workflow eBusiness Suite Vendor Group Structure before individual self-registration can occur. Call 866-618-5988 (*request option 2*) or email cscassig@csd.disa.mil Phone is immediate entry, email takes 48 hours. *Always call if your company has multiple CAGE Codes.*

Vendor “10 Step” Program for Getting Started in WAWF

4) Establish an Organizational Email Address

WAWF routes all information by CAGE Codes. Vendors establish email accounts and determine who has access to them. The EB POC (GAM) provides email accounts to the WAWF Customer Support Center.

If this is not done the first person who Self-Registers in WAWF will become the “organizational email address” by default

Vendor “10 Step” Program for Getting Started in WAWF

5) Designate a Group Administrator (GAM) MANDATORY

A GAM determines who has access to their data in Wide Area Workflow eBusiness Suite and provides the authorization to activate.

The EB POC will also be contacted when there is a question about invoices submitted through iRAPT. Please ensure your EB POC is familiar with the iRAPT process and they can contact company personnel to answer invoicing questions from government officials.

Vendors must appoint a GAM to manage their Wide Area Workflow eBusiness Suite accounts. 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 Wide Area Workflow eBusiness Suite GAM account. Proceed to Registration (see Step 8).

NOTE: Have the main individual that will be responsive for WAWF at the business MUST register *first* in the WAWF system. This person also has to be listed in SAM as the Electronic Business POC (EB POC).

If the GAM is not the EB POC, the EB POC should send their **GAM appointment letter**, signed by their EB POC, to **cscassig@ogden.disa.mil** authorizing the individual to be the company GAM

Vendor “10 Step” Program for Getting Started in WAWF

6) Determine if batch feeds for iRAPT data input is necessary

Most Vendors use the manual, web entry method to input their documents directly into iRAPT. 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 iRAPT via the File Transfer Protocol (FTP) or Electronic Data Interchange (EDI) method. iRAPT FTP and EDI Guides are available after your account has been activated.

7) Set-up PCs to access WAWF

Try using the applications in Wide Area Workflow eBusiness Suite first and then if you experience problems check your set-up by selecting the "Machine Setup" link on the Wide Area Workflow eBusiness Suite home page or call the Ogden Help desk for assistance: <https://wawf-gt.nit.disa.mil/xhtml/unauth/web/homepage/vendorCustomerSupport.xhtml>

Vendor “10 Step” Program for Getting Started in WAWF

8) GAM needs to Self-Register in Wide Area Workflow eBusiness Suite. (Mandatory step - GAMs activate the vendor users)

When registering as a GAM, Vendor User Roles will not be allowed, only add Administrative User Roles. If the GAM's account has not been activated within 2 business days of self-registering, notify the Wide Area Workflow eBusiness Suite Customer Service. (See Vendor Customer Support Link)

9) Have all users for the CAGE Code(s) self-register on the Wide Area Workflow eBusiness Suite web site for one of the available Vendor Roles.

10) Complete the Web Based Training for the applications you will use in Wide Area Workflow eBusiness Suite.

<https://bama.caci-op.com/wbt/>

Also use the online training site to practice creating invoices, RR etc...

Wisconsin Procurement Institute

11/4/2015

58

3) Using the Training site



3) Using the Training site

<https://wawf.eb.mil/xhtml/unauth/help/help.xhtml>

New User Information and Help

New User

Setup

- Machine Setup

Vendors Getting Started

- Wide Area Workflow eBusiness Suite - Getting Started Help
- IUID - Getting Started Help
- Help - iRAPT Vendor User Roles
- Help - EDA User Vendor Role
- Help - IUID Contractor User Roles

Government and Government Support Contractors Getting Started

- iRAPT - Government Getting Started Help
- iRAPT - Support Contractor Getting Started Help
- CORT Tool - Getting Started Help
- EDA - Government Getting Started Help
- EDA - Support Contractor Getting Started Help

Training

Training


- Web Based Training

Help - System Information

- What's New in Wide Area Workflow e-Business Suite
- iRAPT Functional Information
- CORT Tool Functional Information
- iRAPT Instructions Clause Information
- iRAPT Mobile App
- iRAPT FTP User Guides
- iRAPT EDI User Guides

Help - Lookup Tables

- Group Administrator Lookup
- Active DoDAACs & Roles in iRAPT
- Active CAGES / Contractor DoDAACs & Roles in iRAPT



3) Using the Training site

<https://wawftraining.eb.mil/wbt/>

WideAreaWorkFlow
e-Business Suite v 5.6.0

Welcome to the Wide Area Workflow e-Business Suite - Web Based Training (WBT)

IRAPT
Invoicing Receipt
Acceptance Property
Transfer - WBT

EDA
Electronic Document
Access - WBT

**CORT
TOOL**
COR Tracking Tool -
WBT

myInvoice
myInvoice - WBT

IUID
Item Unique Identifier
Registry - WBT

MIPR
Military Interdepartmental
Purchase Request - WBT

Wide Area Workflow e-Business Suite - Web Based Training

WAWF e-Business Suite (WBT)

- WAWF e-Business Suite Overview

What's New?

- What's New in WAWF e-Business Suite Release 5.6.0

Registration

- Registration - Overview of Vendor Registration process.
- Registration - Overview of Government User and Government Support Contractor Registration process with automated DD2875.

Logon - User Maintenance

Training Site Instructions

- IRAPT
- IUID
- CORT
- MIPR
- myInvoice

Training Site

- WAWF e-Business Suite Training Site

Vendor11
IRAPT0810welcome#1
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3) Using the Training site

<https://wawftraining.eb.mil/wbt/>

WideAreaWorkFlow
e-Business Suite v 5.6.0

User - Administration

Welcome to Wide Area Work Flow e-Business Suite

iRAPT
Invoicing, Receipt, Acceptance, and Property Transfer (Formerly WAWF)

myInvoice
myInvoice

IUID
IUID Registry

System Messages

(2015-02-19 00:00:00) System: All Subject: Message For: All Users
WAWF Training Maintenance!! Please note The TRAINING BOX is unavailable FRIDAY 20 2015. Should you need access to an alternate training environment please access <https://nemo.nit.disa.mil>

Vendor11
IRAPT0810welcome#1
Wisconsin Procurement Institute

11/4/2015

62

4) My Invoice



4) My Invoice

WideAreaWorkFlow
e-Business Suite v 5.6.0

User - Administration -

Welcome to Wide Area Work Flow e-Business Suite



[Invoicing, Receipt, Acceptance, and Property Transfer \(Formerly WAWF\)](#)



myInvoice



IUID Registry

System Messages

(2015-02-19 00:00:00) System: All Subject: Message For: All Users

WAWF Training Maintenance!! Please note The TRAINING BOX is unavailable FRIDAY 20 2015. Should you need access to an alternate training environment please access <https://nemo.nit.disa.mil>

Resources and references



IRapt Information & Websites

WAWF Web-Based Training Site

<https://wawftraining.eb.mil>

DFAS EC Users Tool Box

<http://www.dfas.mil/ecommerce.html>

WAWF Training Practice Web Site

<https://wawftraining.eb.mil/wbt/>

DFAS Contractor/Vendor Pay

<http://www.dfas.mil/contractorsvendors.html>



For more information contact the WAWF or DFAS Customer Service

<https://wawf-gt.nit.disa.mil/xhtml/unauth/web/homepage/vendorCustomerSupport.xhtml>

WAWF Customer Support

DISA WESTHEM – Area Command Ogden

Customer Service Center

PHONE: 801-605-7095

FAX: 801-605-7453

CSCASSIG@CSD.DISA.MIL

DFAS eCommerce web-site

<http://www.dfas.mil/contractorsvendors.html>

DFAS Customer Service: 800-756-4571





questions?

Continuing Professional Education



CPE Certificate available, please contact:

Benjamin Blanc

benjaminb@wispro.org



Next Webinars

- 11/4/2015 - From WAWF to Credit Cards - Getting Paid Faster with Less Hassles!
- 11/18/2015 - Flow-down Clauses - Management and Responsibilities for Federal Contractors
- 12/2/2015 - Export Controls - ITAR, EAR and Associated Requirements
- 12/16/2015 - Commercial Item Determination, Pricing and TINA - Live Webinar
- 01/20/2016 – Overview of DIBBS
- 02/03/2016 - Government Property Management for Contractors and Subcontractors
- 02/17/2016 - Answering to a Source Sought and the Interested Party List
- 02/24/2016 - eSRS Individual Subcontractor Reporting (ISR) Basics

Visit www.wispro.org for additional & registration information!

Upcoming Small Business Events

- 11/10/2015 – Marketing your Business (Milwaukee)
- 11/12/2015 – Preparing Award Winning Federal Proposals (Green Bay)
- 11/17/2015 – Keys to successful negotiation (Madison)
- 11/19/2015 – Preparing Award Winning Federal Proposals (Madison)
- 12/08/2015 – Teaming and Partnering (Milwaukee)
- 12/09/2015 – Preparing Award Winning Federal Proposals (Milwaukee)

Visit www.wispro.org for additional & registration information!

For Assistance or Additional Information - Contact

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