

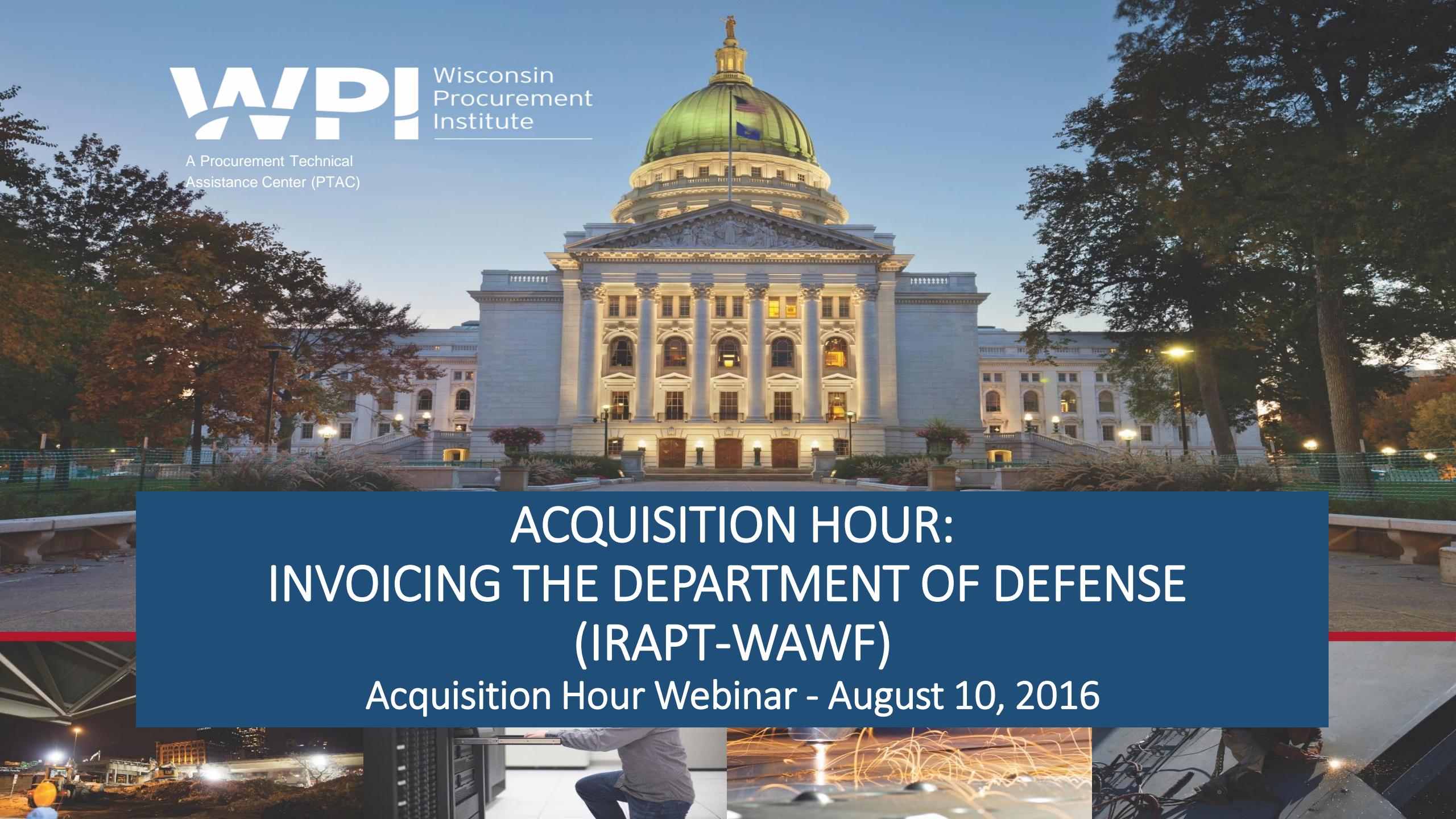


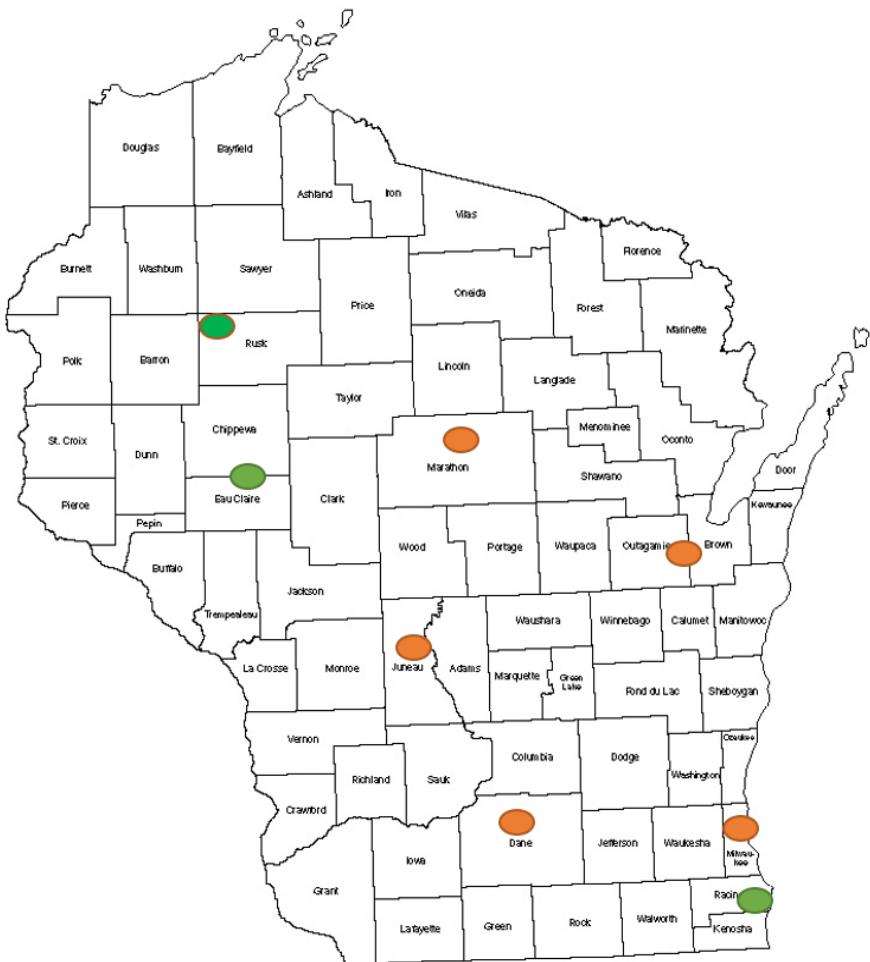
A Procurement Technical
Assistance Center (PTAC)

Wisconsin
Procurement
Institute

ACQUISITION HOUR: INVOICING THE DEPARTMENT OF DEFENSE (IRAPT-WAWF)

Acquisition Hour Webinar - August 10, 2016





LOCATIONS:

- ***Primary office – Milwaukee*** - Technology Innovation Center
- ***Staffed Satellite offices***
 - Madison** (FEED – Food Enterprise & Economic Development / MEC – Madison Enterprise Center)
 - Camp Douglas** (Juneau County Economic Development Corporation)
 - Wausau** (Wausau Region Chamber of Commerce)
 - Appleton** (Fox Valley Technical College)
- ***Active Partnerships***
 - Racine** – LaunchBox
 - Eau Claire** - Western Dairyland
 - Ladysmith** – Indianhead Community Action



GOVERNMENT MANUFACTURING CONFERENCE - SUPPORTING THE FEDERAL DEFENSE SUPPLY CHAIN - MAY 19 - GREEN BAY, WI

www.wispro.org

UPCOMING EVENTS

MAY 3 2016
INTERSECWI 2016
CAMP DOUGLAS, WI

MAY 4 2016
MADISON NIGHT IN MILWAUKEE
MILWAUKEE, WI

MAY 5 2016
FOR MANUFACTURERS: BECOMING A SUPPLIER TO
THE MILITARY AND THEIR PRIME CONTRACTORS
EAU CLAIRE, WI

MAY 10 2016
ACQUISITION HOUR - THE GROWING NEED FOR
FEDERAL CONTRACTORS TO IMPROVE THEIR
COMPANY'S OVERALL CYBER-IQ

MAY 11 2016
ACQUISITION HOUR - IMPLEMENTING SMALL BUSINESS
SUBCONTRACTING PLAN AT YOUR COMPANY
WEBINAR

CURRENT OPPORTUNITIES (7)

GET STARTED WITH THE BASICS

Questions & answers on how to get started.

[GET STARTED](#)

SIGN-UP FOR OUR NEWSLETTER

Stay up-to-date with the latest WPI news.

[SIGN UP](#)

HAVE A QUESTION? WE'RE HERE TO HELP.

One of our staff of experts is available to answer your
questions.

[GET HELP](#)

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

- 1) What is iRAPT/WAWF
- 2) Keeping up with Irapt
- 3) Getting Started in iRAPT, the “10 step program
- 4) Using the training site
- 5) Do and don’t do in iRAPT
- 6) 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
 - The vendor submits an Invoice & Receiving Report in the WAWF System
 - Vendor (contractor or supplier) delivers goods or services according to contract terms

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

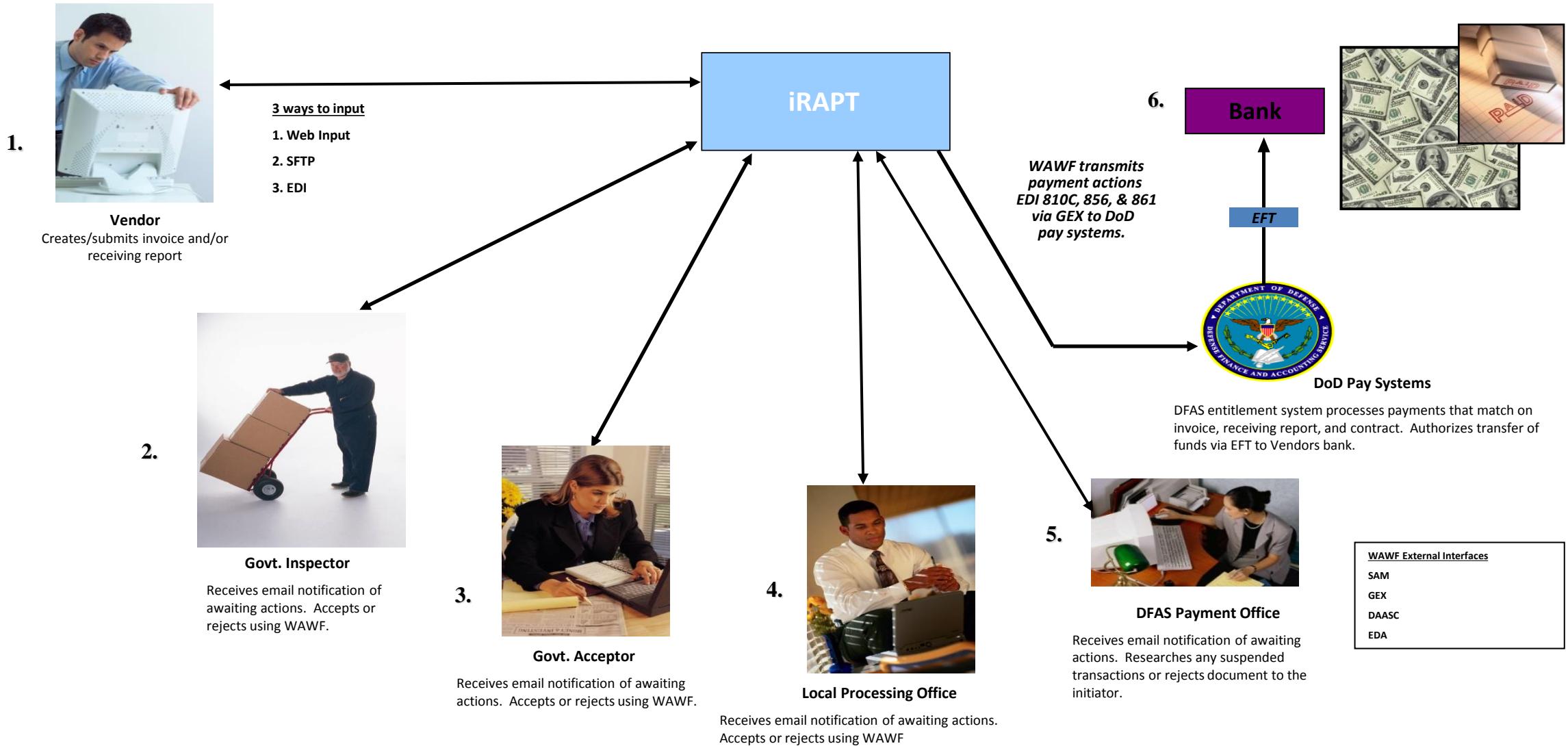
What is WAWF-iRAPT

- 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.



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
2. CONTRACT NO. N0024404F5010	3. AWARD/EFFECTIVE DATE	4. ORDER NUMBER		5. SOLICITATION NUMBER	6. SOLICITATION ISSUE DATE
7. FOR SOLICITATION INFORMATION CALL: 	8. NAME			9. TELEPHONE NUMBER (No collect calls)	10. OFFER DUE DATE/ LOCAL TIME
9. ISSUED BY	CODE N00244	10. THE ACQUISITION IS		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED	12. DISCOUNT TERMS
FLEET AND INDUSTRIAL SUPPLY CENTER 937 N HARBOR DRIVE San Diego, CA 92132-0008		<input type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE: % FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> BIA NAICS: SIZE STANDARD:		<input type="checkbox"/> SEE SCHEDULE <input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) <input type="checkbox"/> 13b. RATING	
15. DELIVER TO NADEP North Island San Diego, CA 92135-7050	CODE N65888	16. ADMINISTERED BY SEE BLOCK 9		14. METHOD OF SOLICITATION <input type="checkbox"/> RFP <input type="checkbox"/> IFR <input type="checkbox"/> RFP	CODE
17a. CONTRACTING OFFEROR CODE 1M3W0	17b. FACILITY CODE	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:

SEND MORE E-MAIL NOTIFICATIONS:

2) Keeping up with i-RAPT



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

WideAreaWorkFlow
e-Business
Version 5.6.0

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



3) 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/>

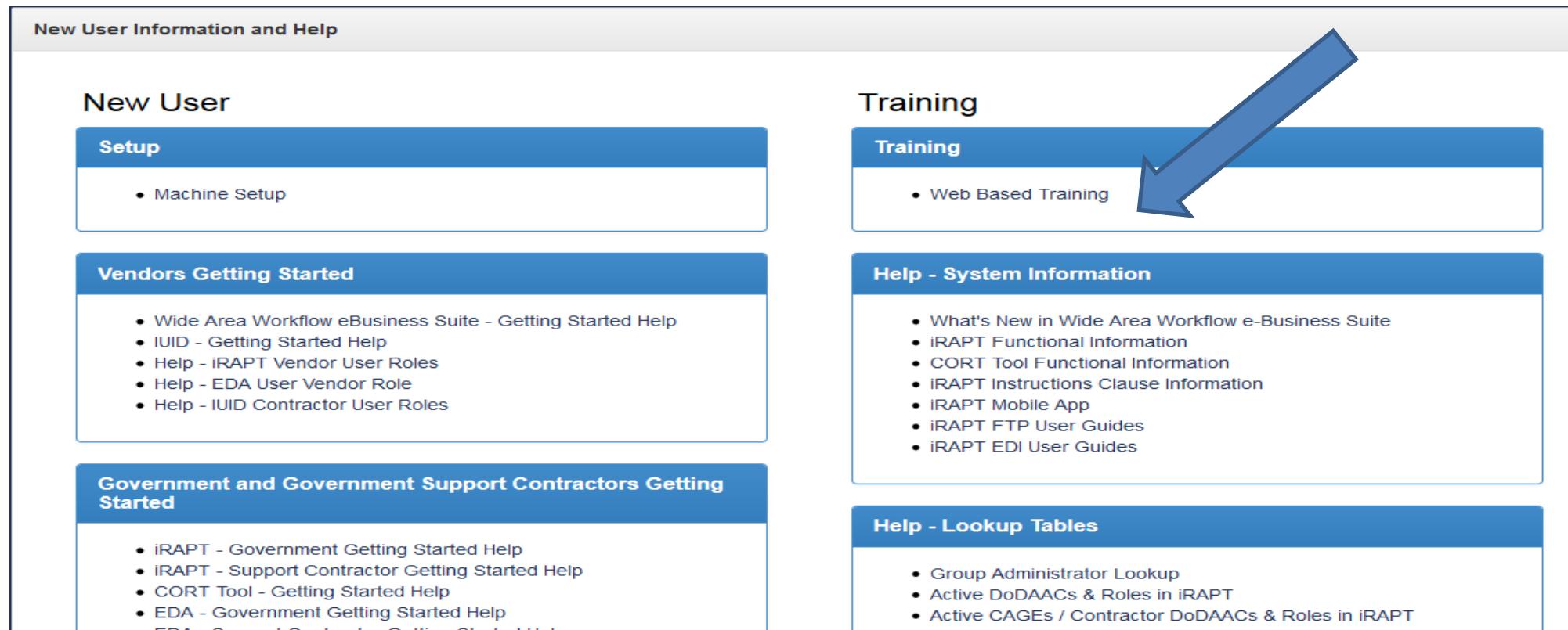
Also use the online training site to practice creating invoices, RR etc...

4) Using the Training site



Using the Training site

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

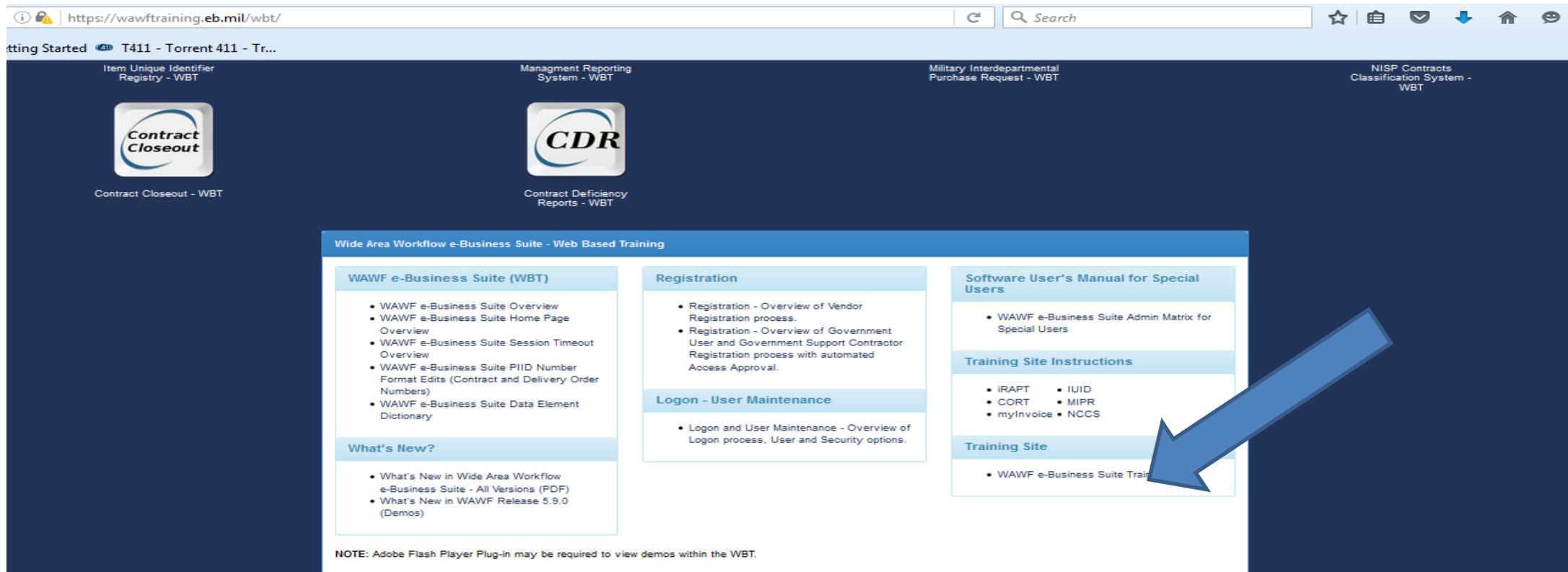


The screenshot shows the 'New User Information and Help' page. The page is divided into several sections:

- New User** (Section):
 - Setup** (Section):
 - Machine Setup
 - Vendors Getting Started** (Section):
 - 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** (Section):
 - 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** (Section):
 - Training** (Section):
 - Web Based Training
 - Help - System Information** (Section):
 - 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** (Section):
 - Group Administrator Lookup
 - Active DoDAACs & Roles in iRAPT
 - Active CAGEs / Contractor DoDAACs & Roles in iRAPT

Using the Training site

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



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

Getting Started T411 - Torrent 411 - Tr...

Item Unique Identifier Registry - WBT

Management Reporting System - WBT

Military Interdepartmental Purchase Request - WBT

NISP Contracts Classification System - WBT

Contract Closeout - WBT

CDR

Contract Deficiency Reports - WBT

Wide Area Workflow e-Business Suite - Web Based Training

WAWF e-Business Suite (WBT)

- WAWF e-Business Suite Overview
- WAWF e-Business Suite Home Page Overview
- WAWF e-Business Suite Session Timeout Overview
- WAWF e-Business Suite PIID Number Format Edits (Contract and Delivery Order Numbers)
- WAWF e-Business Suite Data Element Dictionary

What's New?

- What's New in Wide Area Workflow e-Business Suite - All Versions (PDF)
- What's New in WAWF Release 5.9.0 (Demos)

NOTE: Adobe Flash Player Plug-in may be required to view demos within the WBT.

Registration

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

Logon - User Maintenance

- Logon and User Maintenance - Overview of Logon process, User and Security options.

Software User's Manual for Special Users

- WAWF e-Business Suite Admin Matrix for Special Users

Training Site Instructions

- iRAPT
- CORT
- myInvoice
- IUID
- MIPR
- NCCS

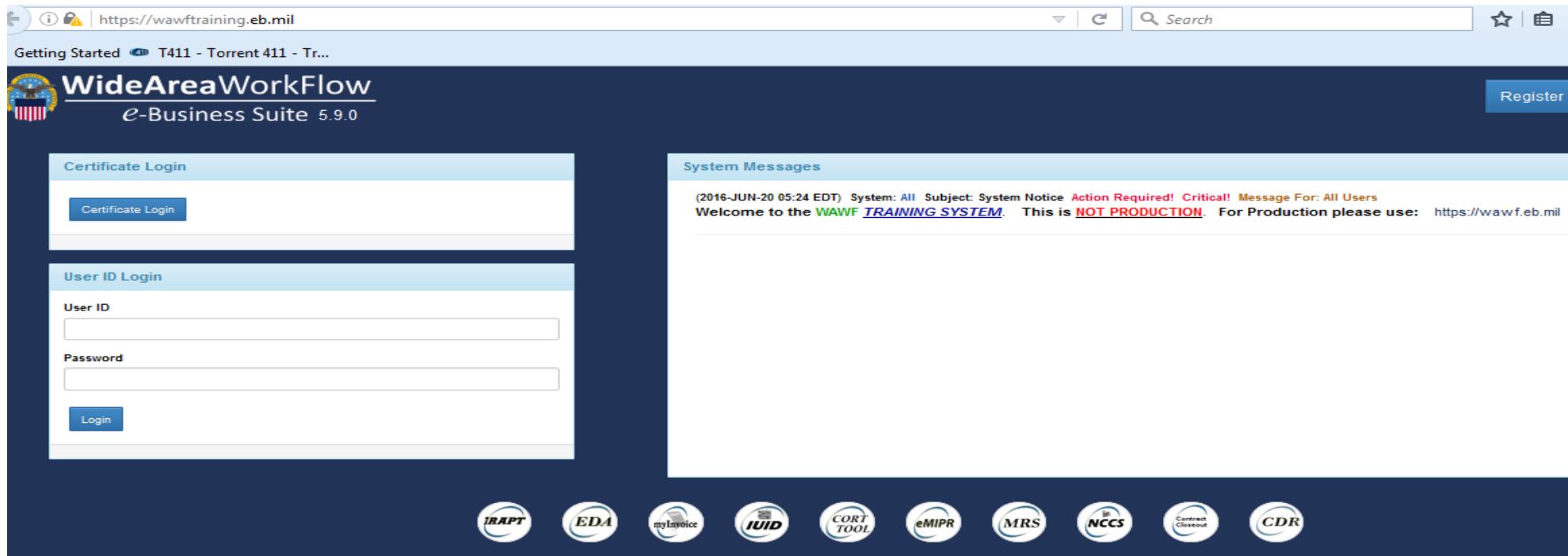
Training Site

- WAWF e-Business Suite Train

Vendor11
IRAPT0420welcome#1

Using the Training site

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



Getting Started T411 - Torrent 411 - Tr...

WideAreaWorkFlow
e-Business Suite 5.9.0

Certificate Login

User ID Login

User ID
Password
Login

System Messages

(2016-JUN-20 05:24 EDT) System: All Subject: System Notice Action Required! Critical! Message For: All Users Welcome to the **WAWF TRAINING SYSTEM**. This is **NOT PRODUCTION**. For Production please use: <https://wawf.eb.mil>

IRAPT EDA myInvoice IUID CORT TOOL eMIPR MRS NCCS Contract Closeout CDR

Vendor11
IRAPT0420welcome#1

5) Do and don't in iRAPT



Do

- Read Appendix F (DFARS clause) to understand rules
- Be sure you have a GAM
- Be sure SAM is up to date
- Be sure to submit the document type required by your contract
- Remember to submit RFID and/or IUID, as applicable
- Wait for DCMA signature/processing I&A Origin contracts
- Supplies – do send two (2) copies with material shipment
- Confirm FOB point – IRAPT is pre-populated with Origin
- Review document before submitting
- If using the services of a Packaging House, be sure they are set up as an extension of your company in WAWF (GAM function)

Don't

- Supplies – do not ship material w/o IRAPT document input
- Attach files exceeding 5MB
- Assume your Receiving Report alone will automatically invoice for you

6) My Invoice



6) My Invoice

 **WideAreaWorkFlow**
e-Business Suite 5.9.0

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

 **MRS**
Management Reporting
System - WBT

 **eMIPR**
Military Interdepartmental
Purchase Request

 **NCCS**
NISP Contracts
Classification System

Resources and references



IRapt Information & Websites

WAWF Web-Based Training Site

<https://wawftraining.eb.mil>

DFAS EC Users Tool Box

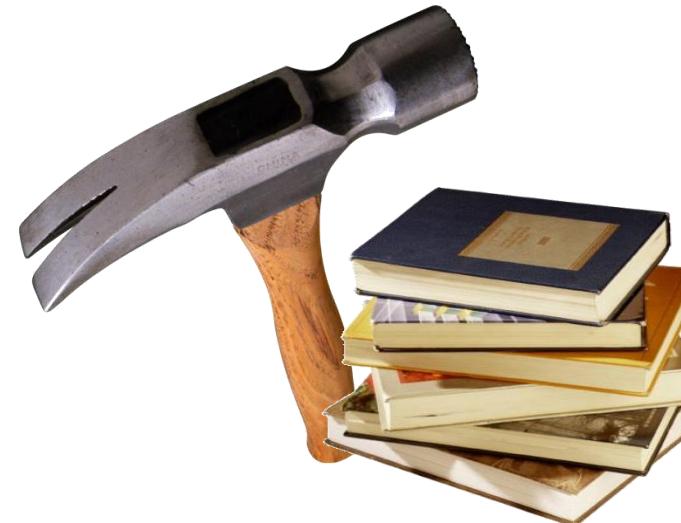
<http://www.dfas.mil/contractorsvendors/irapt.html>

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.DISAMIL

DFAS eCommerce web-site

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

DFAS Customer Service: 800-756-4571



Upcoming WPI Events

- *Acquisition Hour Live Webinar Series - Tuesdays and Wednesdays*
- *Small Business Contracting Series – September 15, 2016, October 13, 2016, and December 15, 2016 – Milwaukee, WI*
- *Fort McCoy Acquisition Open House – October 18, 2016 – Fort McCoy, WI*
- *Marketplace 2016 – November 16 - 17, 2016 – Milwaukee, WI*

questions?

Continuing Professional Education



CPE Certificate available, please contact:

Benjamin Blanc

benjaminb@wispro.org

Survey



For Assistance or Additional Information - Contact

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