

Wide Area Workflow E-business suite (WAWF) (Electronic Invoicing)

Presented by



ABOUT WPI

- **Wisconsin Procurement Institute (WPI)**, a non-profit organization established in 1987, is an outgrowth of then Congressman Les Aspin's efforts to help Wisconsin businesses win federal contracts, especially defense contracts.
- WPI's mission is to assist Wisconsin businesses in creating, developing and growing their Federal, State and Local Government sales, revenues, profits and jobs.
- WPI is a Procurement Technical Assistance Center (PTAC) servicing Wisconsin 72 counties.
- WPI works throughout the State -- in rural and urban areas -- with large, small, well-established and newly created businesses in areas of manufacturing, technology, construction, research, IT and services. WPI works closely with Federal, State and Local small business programs to maximize the opportunities and market success for disadvantaged, minority, woman, disabled and veteran owned firms as well as those located in HUBzone and distressed areas.

Agenda

1. What is WAWF?
2. What was modified/added in I-rapt
3. Getting started in I-rapt: the 10 steps program
4. Using the training site
5. My invoice
6. Resources and references

1) What is WAWF?



WAWF e-business suite is a tool that eliminates paper from the acquisition process...

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

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.

.... and enables users to access and process documents electronically

- **Users can be:**
 - Vendors
 - Government Officials
- **Documents include:**
 - Contracts
 - Invoices
 - Receiving Reports
- **Documents are used to generate payments for goods and services**

I-Rapt overview



The graphic provides a depiction of the general WAWF functionality. It portrays different ways Vendors interact with WAWF via FTP, web, or EDI (all EDI transactions are done through GEX- Global Exchange Services).

It also shows how government officials including Inspector, Acceptor, Reviewer, Approver, LPO Reviewer, LPO, and Pay Official interact with WAWF. In addition, it shows the interactions between WAWF and the SAM system, DAASC, EDA, Accounting Systems, Logistic Systems, UID Registry, Property System, and the Entitlement Systems.

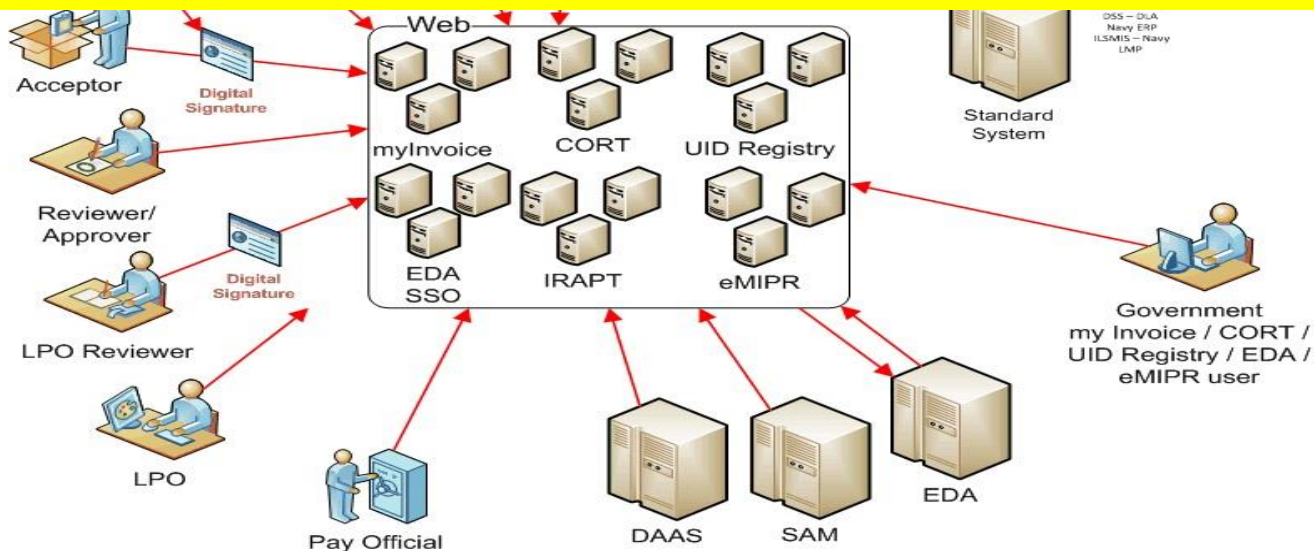
NOTE:

SAM (System for Award Management) - CAGE Code information is pulled from here.

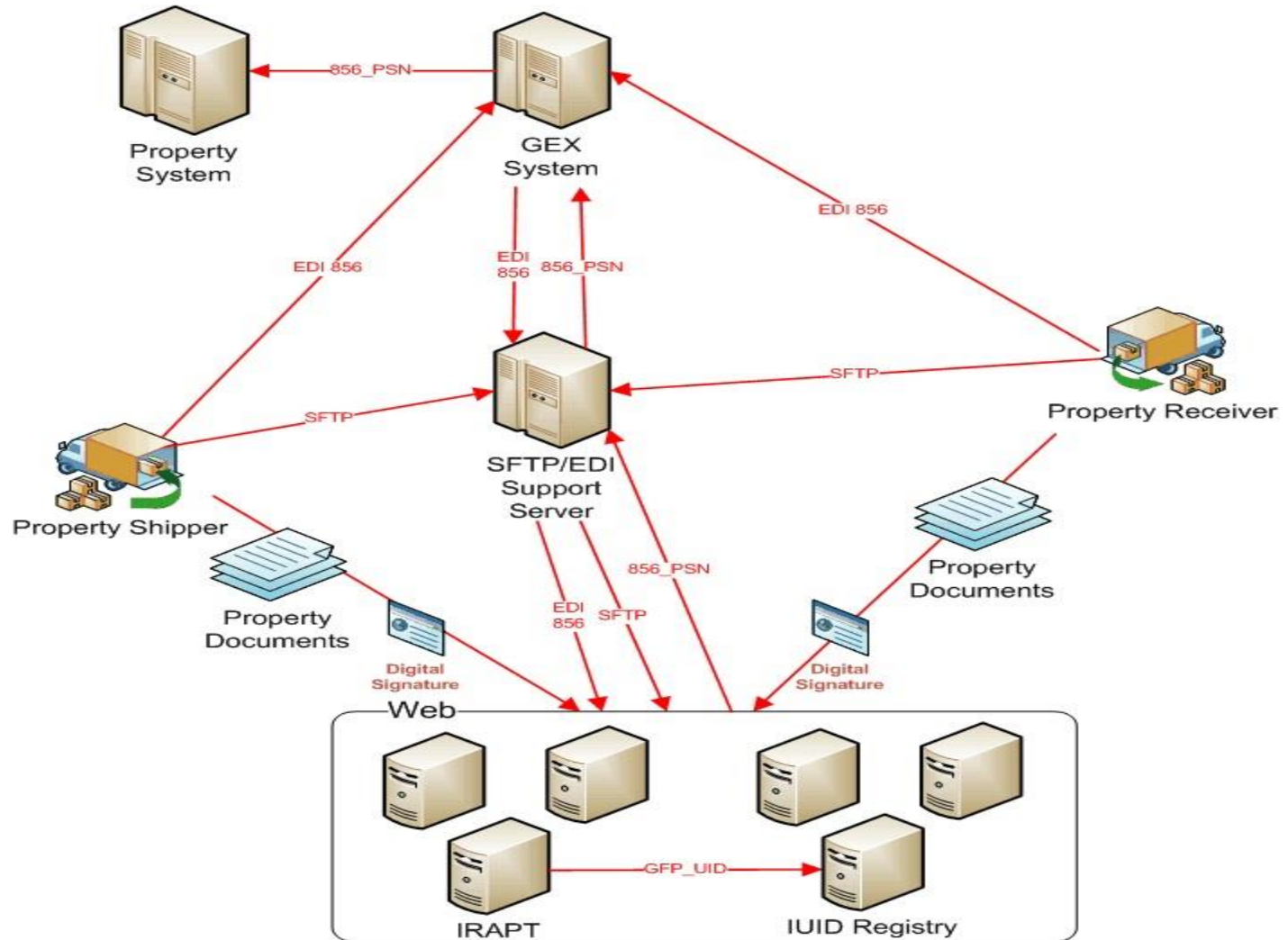
DAASC (Defense Automatic Addressing System Center) - DoDAAC information is pulled from here.

EDA (Electronic Document Access) - contract information and CLIN information is pulled from here.

GEX (Global Exchange Services) - converts Vendor EDI format to a iRAPT User Defined Format (UDF).



Property Management in I-Rapt



Wide Area Workflow eBusiness Suite

iRAPT replaces paper documents for electronic documents

- In the traditional Receipts and Acceptance process, all the documents are paper-based
- New electronic documents can accessed by each party at any time through the Web



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**



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



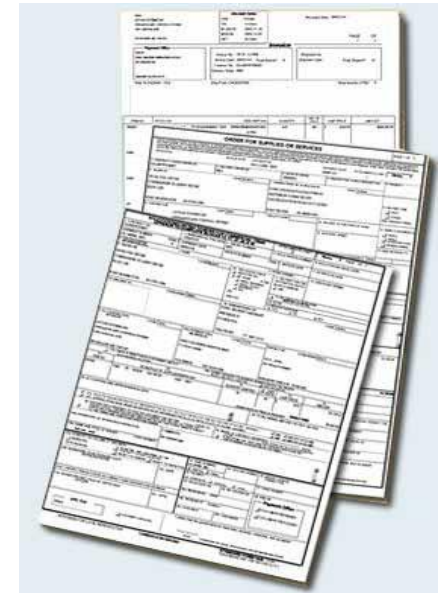
Finally, the Defense Finance and Accounting Service (DFAS) performs two functions in iRAPT

- **Compares Invoice, Receiving Report and the Contract**
- **Authorizes payment through electronic payment system**



Type of documents created in I-RAPT

- Receiving Report
- Energy Receiving Report
- Reparables Receiving Report
- Receiving Report with Purchase Card as Method of Payment
- Micro-Purchase Receiving Report
- Invoice
- Energy Invoice
- Invoice as 2-in-1 (Services Only)
- Invoice and Receiving Report Combined Creation (COMBO)
- Energy Invoice and Energy Receiving Report Combined Creation (ECOMBO)
- Invoice and Reparables Receiving Report Combined Creation (RCOMBO)
- Construction Invoice
- Navy Construction and Facilities Management Invoice
- Navy Shipbuilding Invoice
- TELECOM Invoice (Contractual)
- TELECOM Invoice (Non-Contractual)
- Commercial Item Financing
- Performance Based Payment
- Progress Payment
- Cost Voucher
- Cost Voucher - Shipbuilding
- Property Transfer Document
- Miscellaneous Payment Invoice
- Grant Voucher
- Non Procurement Instruments (NPI) Voucher (Old Grant Document with line items)



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.

iRAPT Application Benefits



- **Elimination Of Paper-Based Support Functions:**
- that includes mail, file, and copy rooms and the associated personnel, no longer need to be maintained
- **Global Accessibility:**
- **Eliminates Lost Or Misplaced Documents**
- **Accuracy Of Documents.**
- **Secure & Auditable Transactions.**
- **Enables DoD To Take Maximum Benefit Of Discounts**
- **Enables Timely & Accurate Payments**
- **Decreases Interest Penalties**

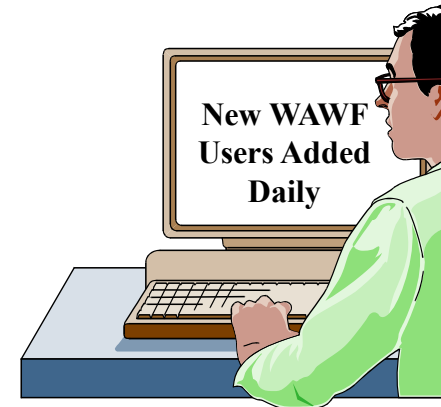
Who are iRapt customers?

- **Registered Government users:**

Specific DoD components and other government offices using DoD iRAPT include:

- Air Force (USAF)
- Army (USA)
- Defense Finance and Accounting Service (DFAS)
- Defense Information Systems Agency (DISA)
- Defense Contract Audit Agency (DCAA)
- Defense Contract Management Agency (DCMA)
- Defense Logistics Agency (DLA)
- Marine Corps (USMC)
- Navy (USN)
- Other Defense Agencies (ODAs)

- **Active DoD vendors**



What are the User Roles defined within iRAPT?

Receipts and Acceptance Roles in iRAPT:

- **Initiators **CAGE Code controlled by the SAM System**:**
- Vendor
- Vendor View Only
- **Government Users **DoDAACs maintained by DAAS**:**
- Inspector
- Inspector View Only
- Field Inspector
- Acceptor
- Acceptor View Only
- Cost Voucher Approver
- Cost Voucher Approver View Only
- Cost Voucher Reviewer
- Cost Voucher Administrator
- Grant Approver
- Grant Approver View Only
- Local Processing Office (LPO)
- Local Processing Office View Only
- Local Processing Reviewer
- Pay Official
- Pay Official View Only
- Admin By View Only
- Issue By View Only
- Other View Only
- Note for View Only: Responsible for oversight of work

Property Roles in iRAPT:

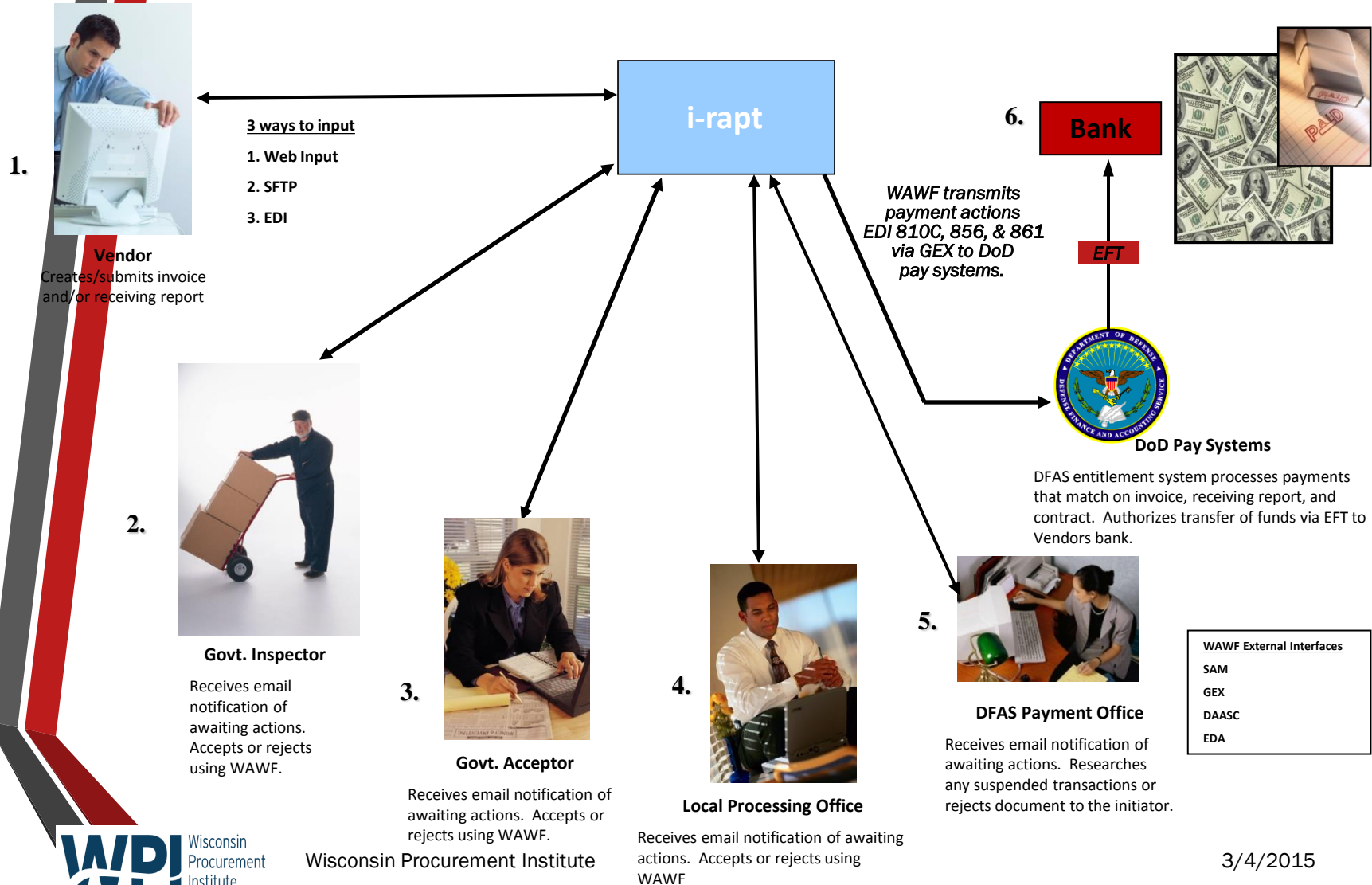
- **Contractor Users **CAGE Code controlled by the SAM system**:**
- Contractor Contract Administrator View Only
- Contractor Program Manager View Only
- Contractor Property Manager View Only
- Contractor Property Receiver
- Contractor Property Receiver View Only
- Contractor Property Ship From View Only
- Contractor Property Ship To View Only
- Contractor Property Shipper
- Contractor Property Shipper View Only
- **Government Users **DoDAACs maintained by DAAS**:**
- Government Program Manager View Only
- Government Property Administrator View Only
- Government Property Receiver
- Government Property Receiver View Only
- Government Property Ship From View Only
- Government Property Ship To View Only
- Government Property Shipper
- Government Property Shipper View Only
- **Other Property Users **DoDAACs maintained by DAAS**:**
- Property ACO View Only
- Property PCO View Only
- Note for View Only: Responsible for oversight of workers or have a need to view documents outside the workflow process.

- **Administration Roles in iRAPT:**
- Group Administrator (GAM)
- Help Administrator (HAM)
- System Administrator (SAM)
- Program Management Office (PMO)
- Auditor

What are the User Roles defined within iRAPT?

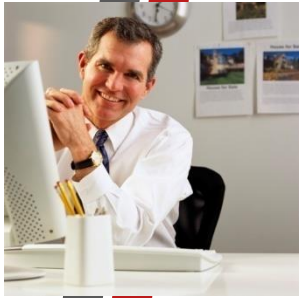
- Vendor - Contractor or Supplier
- Inspector & Acceptor - Requiring Activity, Contracting Officer Representative (COR), Quality Assurance Reviewer (QAR) Program Manager (PM)
 - Digitally signs receiving report: Accept or Reject
 - Inspector and Acceptor are often the same
 - For contract managed by DCMA, the inspector is a DCMA Source Quality Assurance Representative (QAR) For Cost Vouchers, the inspector is a Defense Contract Audit
- Local Processing Office (LPO) - role used in situations where documents must be certified by a local office before forwarding to DFAS (usually only Navy, Army and sometimes Air Force contracts)
- Pay Official - Defense Finance and Accounting Service (DFAS) Paying Office
 - Compares Invoice, Receiving Report and Contract
 - Schedules accurate/valid invoices for payment and entitlement
 - Rejects improper invoices back to initiator (company)
 - Recalls Receiving Report back to the Acceptor *when* correction is needed from the Acceptor
 - Changes status from Processed to Accepted
- Group Administration (GAM) - role is used by individual selected at the organization/location level, charged with the responsibility of maintaining the users of his assigned organizations (Gate Keeper)

How Does It Work? – I-Rapt Receipt & Acceptance Process



Invoice 2-in-1 Workflow (Service Only)

Contractor



**Inspector
(Optional)**

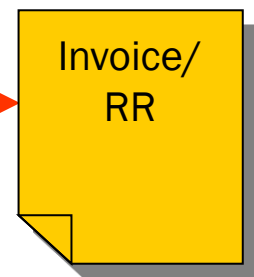
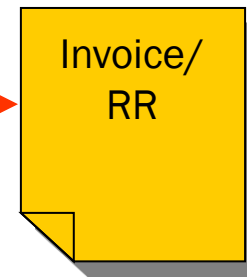
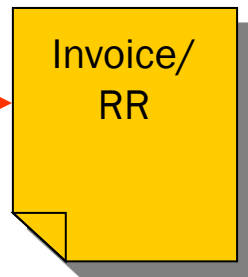
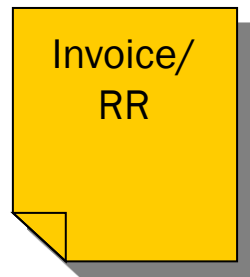
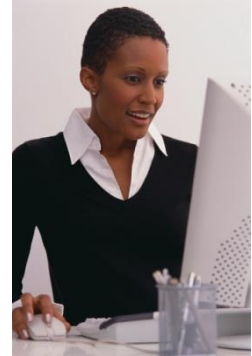


Acceptor



**LPO
Local
Processing
Official
(Optional)**

Pay Office



Invoice and Receiving Report

Combo (Invoice/RR) Workflow

Vendor



Inspector
(Optional)

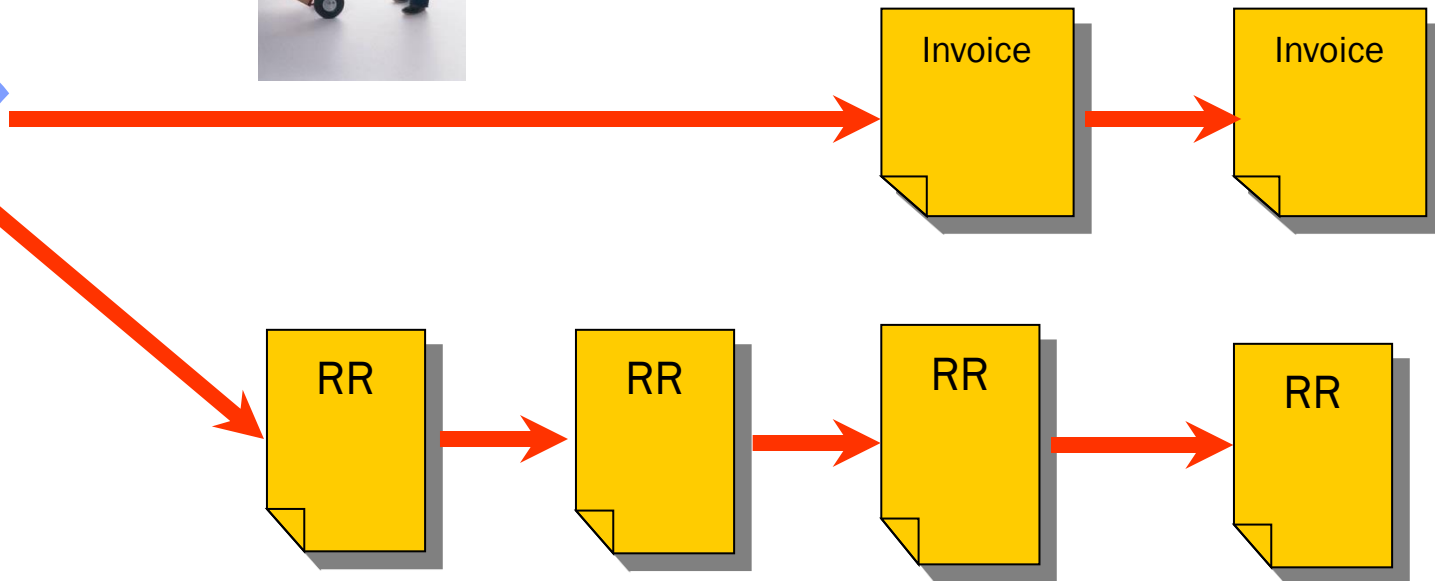
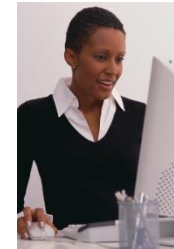


Acceptor



LPO
Local
Processing
Official
(Optional)

Pay Office



Wisconsin Procurement Institute
**Invoice and Receiving Report
Move as 2 Separate Documents**

3/4/2015

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:	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"/> 9(A) 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			14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP		
15. DELIVER TO NADEP North Island San Diego, CA 92135-7050	CODE N65888	16. ADMINISTERED BY SEE BLOCK 9	CODE		
17a. CONTRACTOR/ OFFEROR CODE 1M3W0 FACILITY CODE		18a. PAYMENT WILL BE MADE BY	CODE N68688		
CACI CHANTILLI VA 22204-123					
TELEPHONE NO.					

<https://wawf-gt.nit.disa.mil/xhtml/unauth/help/help.xhtml>

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

DoD Contract: Page 20 of 31

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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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SEND MORE E-MAIL NOTIFICATIONS:

CONTRACTING OFFICER:

2) What has changed 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



With the 5.6 release, the Wide Area Workflow (WAWF) name has been changed to Invoicing, Receipt, Acceptance and Property Transfer (iRAPT).

In addition, the Wide Area Workflow e-Business Suite Application was developed as the new home page with a portal appearance to handle all registration for the different applications in a seamless process.

The WAWF e-Business Suite includes the following applications:
iRAPT (previously WAWF)

EDA

The Electronic Document Access (EDA) is a web-based system that provides

myInvoice

myInvoice is a web-based application developed specifically

IUID

Item Unique Identification (formerly Unique Item Identification - UID) is the system of marking

MRS

Management Reporting System

CORT Tool

Pe Contracting Officer Representative Tracking Tool: A web-

eMIPR

Bu based application designed to track approve COR

Electronically generate, coordinate, and route direct cite Military Interdepartmental Purchase Requests (MIPRs)

MyInvoice Incorporation into WAWF Portal

The purpose of this ECP was to integrate the myInvoice application into WAWF's Architecture.

The myInvoice web application can be accessed from the Wide Area Workflow (WAWF) e-Business Suite by clicking the myInvoice icon on the e-Business Suite page.

All WAWF vendor type users with at least one active vendor role will have access to the myInvoice web application as a vendor user.

All WAWF government type users with at least one active government role will have access to the myInvoice web application as a government user.

All WAWF government support contractor type users with at least one active government support contractor role will have access to the myInvoice web application as a government user.

All WAWF government type users with an active WAWF PMO role will have access to the myInvoice web application as an admin user.

You must be registered in WAWF with at least one active role to access the myInvoice web application.

Permit Multiple Product Service IDs and NSN Extracted to IUID Registry

The purpose of this ECP was to update WAWF in order to permit 15 Product/Service ID and qualifier pairs on the following document types (764):

- Receiving Report
- Energy Receiving Report
- Reparables Receiving Report
- Corrected Receiving Report
- Purchase Card Receiving Report
- Micropurchase Receiving Report
- Property Transfer Document

All WAWF document types have been updated to rename the data elements “Stock/Part Number Type” and “Stock/Part Number” to “Product/Service ID Qualifier” and “Product/Service ID”, respectively (764).

All Product/Service ID qualifier codes that are currently allowed in the Federal 856 IC, Version 4010 are now allowed in WAWF (764).

During receipt (via the web or external), if a line item does not contain a National Stock Number (NSN) and there are fewer than 15 Product/Service ID and qualifier pairs, receivers will have the ability to enter one NSN on that line item (778).

- This applies to all line items (IUID or not).
- This is limited to the Receiving Report, Corrected Receiving Report, Energy Receiving Report, Reparables Receiving Report, Purchase Card Receiving Report, and Property Transfer Documents

Auto Adjust Quantity after EDA Pre-Pop

The purpose of this ECP was to stop the pre-population of the CLIN Quantity from EDA into the WAWF Quantity Invoiced / Shipped for all document types where it is populated today.

The Vendor will now be required to enter the Quantity Invoiced / Shipped for each line item on the document.

Once entered, where there is a single MILSTRIP, the quantity shipped will be populated to the MILSTRIP quantity.

Once entered, where there is a single ACRN on the ACRN WS, the Line Item Amount will be populated to the ACRN WS.

There will be no change to the create from Template or create from Document (Doc from Doc) process.

When a Navy Acceptor is accepting a line item via the web for less than the amount shipped (accepting for less):

- When there is a single ACRN on the Navy ACRN WS, the system will populate the new calculated extended line item value to the Navy ACRN WS approved ACRN amount.

- When there are multiple ACRNS on the Navy ACRN WS, the system will provide a “Hard Stop” to force the Acceptor to balance the Navy ACRN WS

These changes are applicable to the Receiving Report, Reparables Receiving Report and Invoice2n1, which carry the Navy ACRN WS.

- There will be no changes to any documents accepted via an “External Acceptance” transaction. Such documents will be permitted to process unbalanced if Accepted for a lesser quantity than Shipped

DR Portal - Update WAWF for Look & Feel of Portal

The purpose of this ECP was to design and develop a WAWF front end that has a portal appearance and one that handles all registration for the different applications in a seamless process.

The application title will be 'Wide Area Workflow e-Business Suite' and will include the following applications:

- WAWF
- EDA
- myInvoice
- IUID
- MRS
- CORT Tool
- eMIPR

DR Portal - DD2875 Process

The DD2875 Automated process for Wide Area Workflow e-Business is for Government and Government Support Contractors requesting access to WAWF, CORT, IUID Registry, myInvoice, EDA, MRS and MIPR.

New Users will click the Register button on the Wide Area Workflow e-Business Suite Home Page to register for any of the applications listed previously.

Please see the Registration trainings within the WBT for further details.

After a successful registration and before activation, the user may sign into Wide Area Workflow e-Business Suite where they can Edit their Profile, Supervisor and Agency information as well as change their Password and Security Questions. The User may also View Request Status.

When a user signs in and checks the request status, if their supervisor has rejected any requests, the user can resubmit the request by selecting Resubmit and clicking the Submit Request button. The User will then receive an email detailing what roles have been approved and what roles have been rejected.

NOTE: If a Supervisor doesn't respond within 30 days, the system will mark the user role status to 'Rejected'. Once a User's roles are approved by their Sponsor/Supervisor, the GAM, HAM or SAM can then activate the users. If the SAM/HAM/GAM see a REVIEW REQUIRED link under the DD2875 column, they can click on the link which allows them to view the DD2875.

Upon activation, a user may then sign into Wide Area Workflow e-Business Suite.

A button will be displayed for each application for which the user has active roles. 30 days prior to the annual revalidation of the DD2875, the user may go to the Annual Revalidation link under the User dropdown to complete this process. A reminder message will be displayed to the user upon logon.

3) Getting Started in WAWF, the “10 step program”



Vendor “10 Step” Program for Getting Started in WAWF

- 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...

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4) Using the Training site



4) 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

4) 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.

Training Site Instructions

- iRAPT
- IUID
- CORT
- MIPR
- myInvoice

Training Site

- WAWF e-Business Suite Training Site

Login - User Maintenance


Vendor11
IRAPTfeb1315welcome#1
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4) Using the Training site


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

WideAreaWorkFlow User - Administration
e-Business Suite V 5.6.0


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>

Vendor11
IRAPTfeb1315welcome#1

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5) My Invoice



5) 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>

5) 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



Next Webinars

- **March 11th, 2015 Preparing for a CSPR Audit**
-
- **March 18th, 2015 The Bailment Program**
-
- **April 1st, 2015 Overview of CPARS**
-
- **April 8th, 2015 Overview of DIBBS**
-
- **April 28th, 2015 Update on Federal Wage-Hour Laws**
-
- **May 6th, 2015 Contract Tracking and Reporting with Excel**
-
- **Visit www.wispro.org for additional & registration information!**



Any questions?