




A Procurement Technical  
Assistance Center (PTAC)

A photograph of the Wisconsin State Capitol building at dusk. The building is illuminated with warm lights, and its green dome is a prominent feature. The sky is a deep blue, and trees with autumn foliage are visible in the foreground.

# ACQUISITION HOUR WEBINAR: INVOICING THE DEPARTMENT OF DEFENSE USING WAWF/IRAPT

June 5, 2018



# WEBINAR ETIQUETTE

## PLEASE

- Log into the GoToMeeting session with the name that you registered with online
- Place your phone or computer on MUTE
- Use the CHAT option to ask your question(s). We will share the questions with our guest speaker who will respond to the group

## THANK YOU!

# ABOUT WPI SUPPORTING THE MISSION

SERVING WISCONSIN  
COMPANIES FOR 30 YEARS!

Assist businesses in creating,  
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sales, revenue and jobs through  
Federal, state and local government  
contracts.

*WPI is a Procurement Technical Assistance Center (PTAC) funded in part by  
the Defense Logistics Agency (DLA), WEDC and other funding sources.*

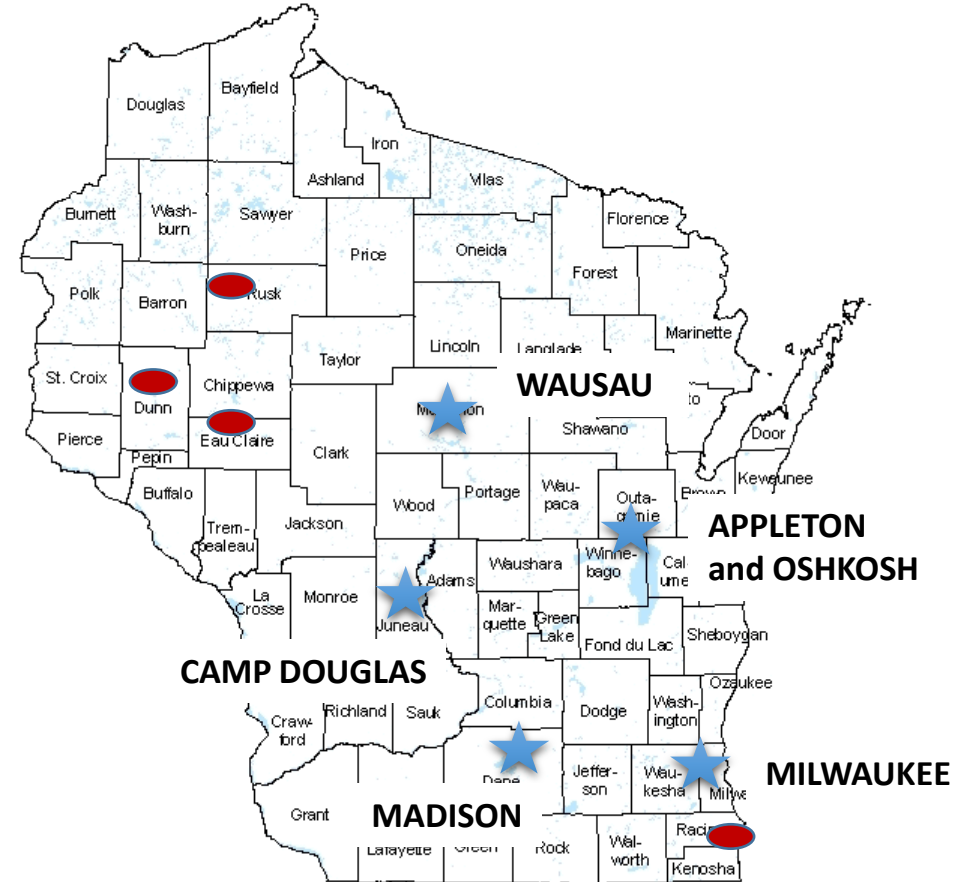


## WPI OFFICE LOCATIONS

- MILWAUKEE – *Technology Innovation Center*
- MADISON –
  - *Madison Enterprise Center*
  - *FEED Kitchens*
- CAMP DOUGLAS – *Juneau County Economic Development Corporation (JCEDC)*
- WAUSAU – *Wausau Region Chamber of Commerce*
- APPLETON / OSHKOSH – *Fox Valley Technical College*

## WPI partner co-locations

- Eau Claire – *Western Dairyland*
- Ladysmith – *Indianhead Community Action Agency*
- Menomonie – *Dunn County EDC*
- Racine - *Launchbox*



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**www.wispro.org**

## UPCOMING EVENTS

JUNE 5 2018  
ACQUISITION HOUR: INVOICING THE DEPARTMENT OF  
DEFENSE USING WAWF/IRAPT

JUNE 6 2018  
ACQUISITION HOUR: FLOW-DOWN CLAUSES –  
MANAGEMENT AND RESPONSIBILITIES FOR FEDERAL  
CONTRACTORS

JUNE 6 2018  
DOING BUSINESS WITH THE US FOREST SERVICE  
RHINELANDER, WI »

JUNE 7 2018  
DOING BUSINESS WITH THE NATIONAL PARK SERVICE  
HOUGHTON, MI »

JUNE 12 2018  
ACQUISITION HOUR: CODE OF BUSINESS ETHICS AND  
CONDUCT IN GOVERNMENT CONTRACTING

## CURRENT OPPORTUNITIES (5)



## SERVICES OFFERED BY WPI

- FREE Bid Matching Services
- Individual Counseling and Assistance
- 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 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

# WHAT WE WILL COVER TODAY

- What is WAWF-iRAPT
- Keeping up with iRAPT
- Getting Started in iRAPT, the “10 step program”
- Using the training site
- Do and don't do in iRAPT
- My Invoice



# WHAT IS WAWF - IRAPT

# WHAT IS WAWF-IRAPT?

WAWF is in accordance with the 2001 National Defense Authorization Act (DFARS 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 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?

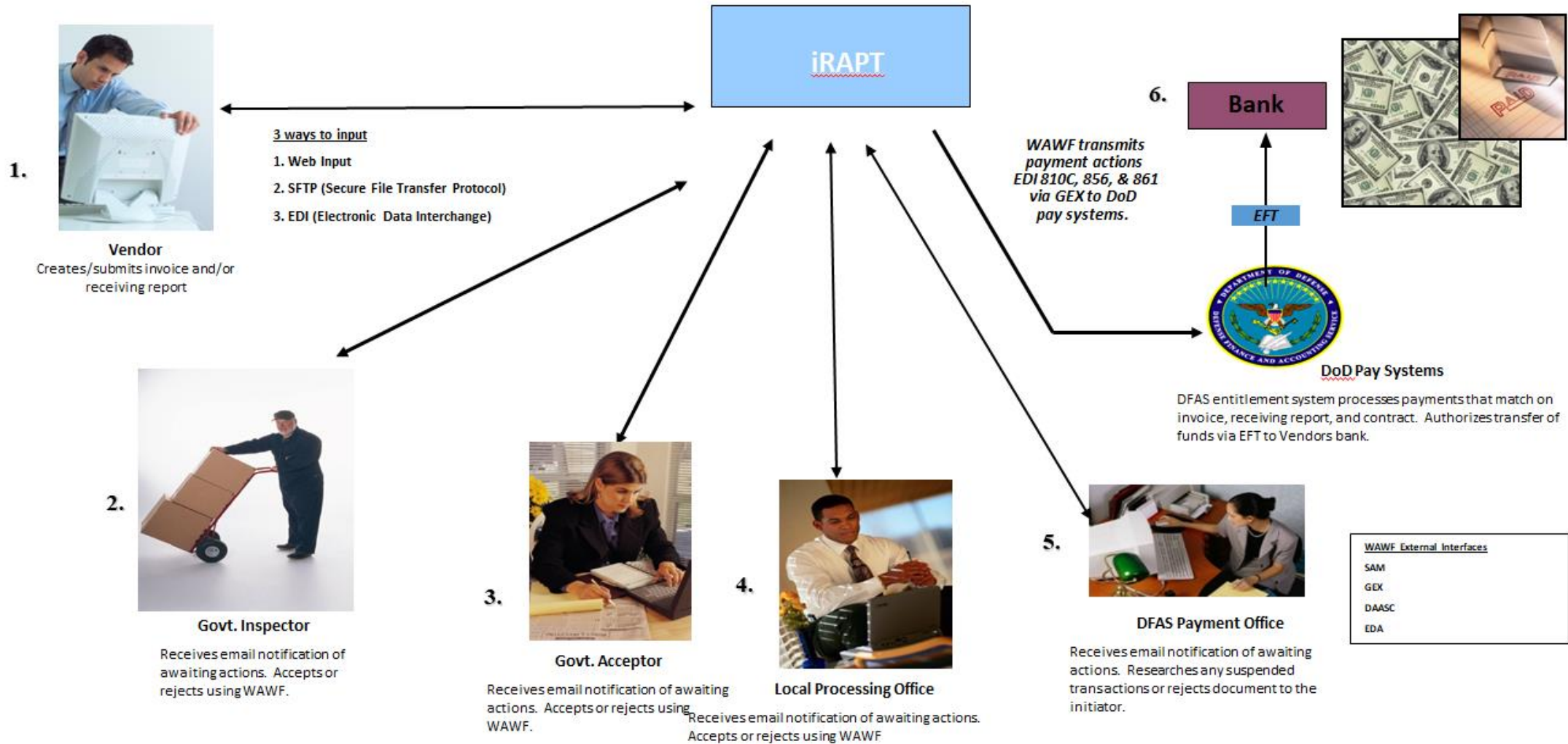
- Next, the Goods or Services are Inspected and Accepted by the Government
  - Government entity that requested goods or services inspects and accepts in iRAPT
  - May involve more than one person and multiple locations
  - Acceptance generates a signed Receiving Report confirming inspection and acceptance

# 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 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

**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 material.

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"/> (BIA)	11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE
FLEET AND INDUSTRIAL SUPPLY CENTER 937 N HARBOR DRIVE San Diego, CA 92132-0008		13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		12. DISCOUNT TERMS	
15. DELIVER TO NADEP North Island San Diego, CA 92135-7050		CODE	N65888	13b. RATING	
17a. CONTRACTING OFFEROR		CODE	1M3W0	14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP	
CACI CHANTILLI VA 22204-1234		16. ADMINISTERED BY SEE BLOCK 9		18a. PAYMENT WILL BE MADE BY	
TELEPHONE NO.		DFAS SAN DIEGO CA 9123-1848		CODE	
				N68688	

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



# WHAT IS WAWF-IRAPT?

## **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

# WHERE IS MY CONTRACT INFORMATION

DD Form 1155 (Supplies and Services)

Contract #: Block 1

Delivery Order #: Block 2

Cage Code: Block 9

Pay Office DoDAAC: Block 15

Admin DoDAAC: Block 7

Inspect by DoDAAC: Determined by contract

Ship to DoDAAC: Block 14 OR as determine by agency

LPO DoDDAC: Determined by contract

# WHERE IS MY CONTRACT INFORMATION

Line Item, Quantity, Unit are listed by each CLIN to be invoiced

Inspection and Acceptance: See Section E of the contract

Delivery of Performance: See Section F of the contract

Contract Clauses: Section I

Must include DFAR 252.232.7003

# WHERE IS MY CONTRACT INFORMATION

A routing Data Table may also be included in the clause:

Routing Data Table\*

Field Name in WAWF	Data to be entered in WAWF
Pay Official DoDAAC	N62839
Issue By DoDAAC	N00253
Admin DoDAAC	N00253
Inspect By DoDAAC	_____
Ship To Code	N00253
Ship From Code	_____
Mark For Code	_____
Service Approver (DoDAAC)	_____
Service Acceptor (DoDAAC)	_____
Accept at Other DoDAAC	_____
LPO DoDAAC	_____
DCAA Auditor DoDAAC	_____
Other DoDAAC(s)	_____

(4) Payment request and supporting documentation. The Contractor shall ensure a payment request includes appropriate contract line item and subline item descriptions of the work performed or supplies delivered, unit price/cost per unit, fee (if applicable), and all relevant back-up documentation, as defined in DFARS Appendix F, (e.g. timesheets) in support of each payment request.

(5) WAWF email notifications. The Contractor shall enter the email address identified below in the "Send Additional Email Notifications" field of WAWF once a document is submitted in the system.

[Receiptcontrol.nuwckpt.fct@navy.mil](mailto:Receiptcontrol.nuwckpt.fct@navy.mil)

(g) WAWF point of contact. (1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity's WAWF point of contact.

WAWF FA4452-08-C-0222 contract Example - Microsoft Word

File Edit View Insert Format Tools Table Window Help

Type a question for help

FA4452-08-C-0222  
Page 20 of 31

**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:**

**CONTRACTING OFFICER:**

**ADDITIONAL NOTIFICATION:**

**ADDITIONAL NOTIFICATION:**

Page 3    Sec 2    3/3    At    Ln    Col    REC TRK EXT OVR    English (U.S.)



# WHERE IS MY CONTRACT INFORMATION

DD Form 1449: Contract for commercial items

Contract #: Block 2

Order #: Block 4

Cage Code: Block 17a

Pay Office DoDAAC: Block 18a

Admin DoDAAC: Block 16

Inspect by DoDAAC: Block 15

Accept by DoDAAC: Block 15

Ship to DoDAAC: Block 15

Issue by DoDDAC: Block 9

# WHERE IS MY CONTRACT INFORMATION

Under the SF1449 continuation sheet:

- Line Item, Quantity, Unit are listed by each CLIN to be invoiced
- Inspection and Acceptance
- Delivery of Performance
- Contract Clauses

Must include DFAR 252.232.7003

# KEEPING UP WITH IRAPT

Updates are found under:

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

**WideAreaWorkFlow**  
e-Business Suite 5.10.1

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**

**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
- IUID Registry Documentation

# WHAT IS NEW?

New GFP module in WAWF

April 2 2018

- Provides authorization for contractor to have custody of Government Property
- Replaces functionality formerly performed in the Toolbox and IUID Registry
- Provides workflow for initiator, reviewer, approver
- Automatically uploads to EDA/PBIS

# 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](mailto:cscassig@csd.disa.mil) Phone is immediate entry, email takes 48 hours. *Always call if your company has multiple CAGE Codes.*

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

# VENDOR “10 STEP PROGRAM FOR GETTING STARTED IN IRAPT”

## 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](mailto: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.

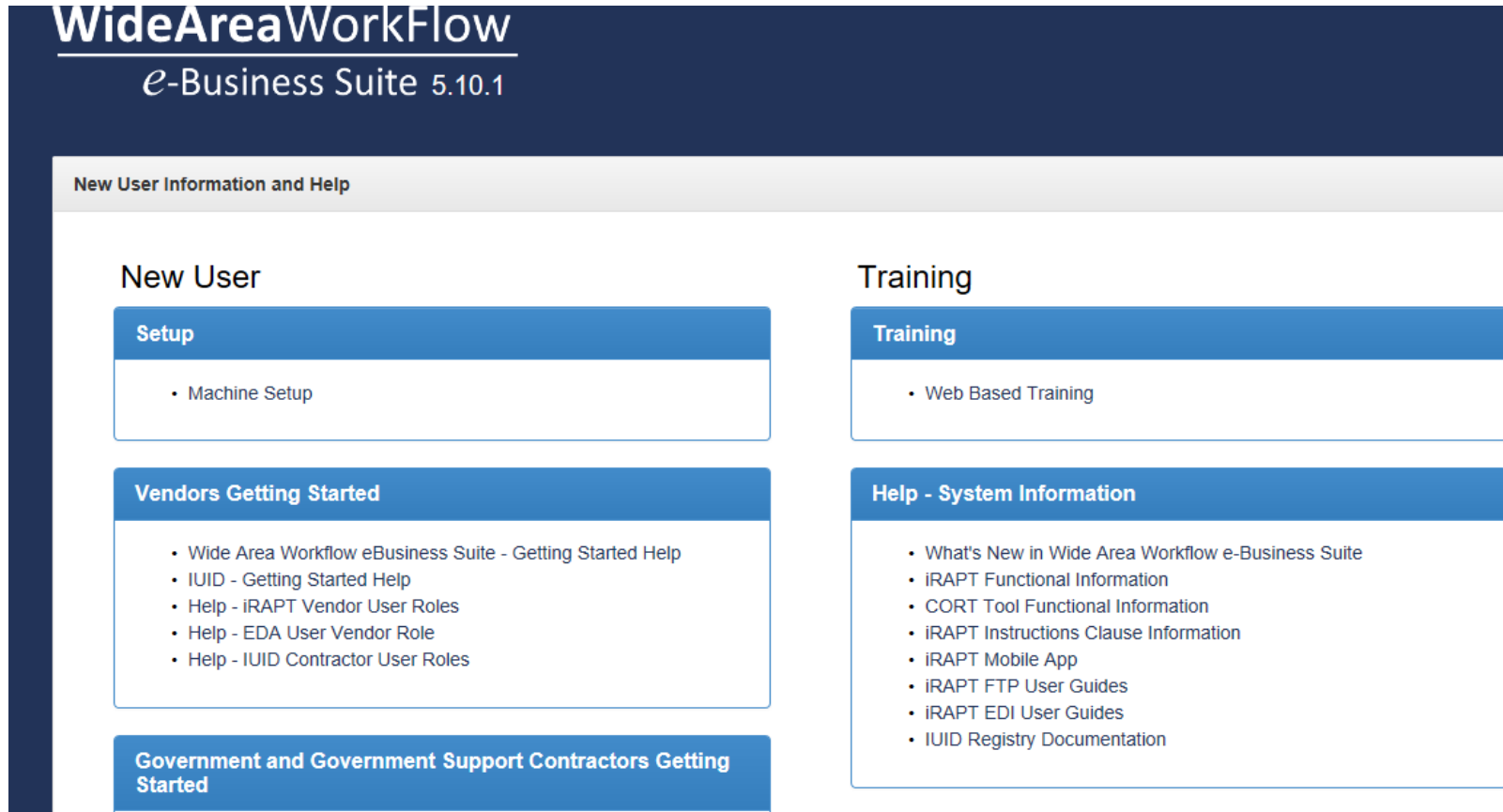
<https://bama.caci-op.com/wbt/>

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

# USING THE TRAINING SITE

# USING THE TRAINING SITE

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



**WideAreaWorkFlow**  
e-Business Suite 5.10.1

New User Information and Help

**New User**

**Setup**

- Machine Setup

**Vendors Getting Started**

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- IUID - Getting Started Help
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- Help - EDA User Vendor Role
- Help - IUID Contractor User Roles

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- Web Based Training

**Help - System Information**

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

# USING THE TRAINING SITE

<https://wawftraining.eb.mil/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

### Registration

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

### Software User's Manual for Special Users

- WAWF e-Business Suite Admin Matrix for Special Users
- WAWF e-Business Suite Software User's Manual for Special Users

### What's New?

- What's New in Wide Area Workflow e-Business Suite - All Versions (PDF)
- What's New in WAWF e-Business Suite Release 5.10.0 (Demos)
- What's New in WAWF e-Business Suite Release 5.10.0.1 (Data Lake)

### Logon - User Maintenance

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

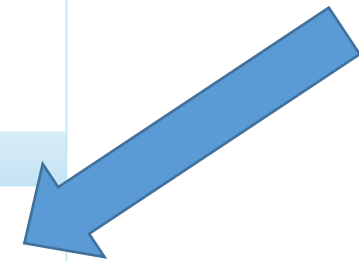
### Training Site Instructions

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

### Training Site

- [WAWF e-Business Suite Training Site](#)

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



# USING THE TRAINING SITE

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

WideAreaWorkFlow  
e-Business Suite 5.10.1

Register Help/Training

You have successfully logged out of the Wide Area Workflow e-Business Suite. For Security reasons, exit your web browser.

**Certificate Login**

Certificate Login

**User ID Login**

User ID

Password

**System Messages**

(2016-NOV-01 00:00 EDT) System: All Subject: Training Box Login Credentials Action Required! Critical! Message For: All Users

For Login Credentials to the Training Platform Please Contact - The WAWF Help Desk at [866-618-5988](tel:866-618-5988) or [520-533-9132](tel:520-533-9132) or [520-538-1925](tel:520-538-1925) or [520-538-4670](tel:520-538-4670).

(2016-JUN-20 05:24 EDT) System: All Subject: System Notice Action Required! Critical! Message For: All Users

**Welcome to the WAWF TRAINING SYSTEM.** Please DO NOT Register for an account on this site.

**This is NOT PRODUCTION For**

Vendor11  
IRAPT426welcome#1

# 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 for Inspection & Acceptance 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)
- **SAVE YOUR WORK!**

# 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


# MY INVOICE

# MY INVOICE



WideAreaWorkFlow  
e-Business Suite 5.10.1

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

 <p>Invoicing Receipt Acceptance Property Transfer - WBT</p>	 <p>Electronic Document Access - WBT</p>	 <p>COR Tracking Tool - WBT</p>	 <p><a href="#">myInvoice - WBT</a></p>
 <p>Item Unique Identifier Registry - WBT</p>	 <p>Management Reporting System - WBT</p>	 <p>Military Interdepartmental Purchase Request - WBT</p>	 <p>NISP Contracts Classification System - WBT</p>

# MY INVOICE

myInvoice is a web-based application developed specifically for contractors/vendors and Government/Military employees to obtain invoice status and payment data. It is an interactive web-based system, accessible 24 hours a day/7 days a week.

myInvoice consolidates invoice data obtained from numerous DFAS payment systems into one central repository. Paid invoice data may be available for up to 120 days after payment. Known exceptions are as follows:

- General Funds Enterprise Business System (GFEBS) – 90 days
- Mechanization of Contract Administration Services (MOCAS) contracts – 90 days
- Enterprise Business System (EBS) (formerly Business Systems Modernization (BSM)) – 30 days with the two following

Exceptions:

1. If it is a final payment on a line item and there are other line items open, the line item paid in full will only be provided to myInvoice for a couple of days
2. If the contract is paid in full with the available funds for that particular day, it will only be provided to myInvoice for a couple of days

# RESOURCES AND REFERENCES

# IRAPT INFORMATION & WEBSITES

**WAWF Web-Based Training Site**

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

**DFAS EC Users Tool Box**

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

**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](mailto:CSCASSIG@CSD.DISA.MIL)

DFAS eCommerce web-site

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

DFAS Customer Service: 800-756-4571



# UPCOMING TRAINING - EVENTS

## WHAT IS WPI'S CURRENT WEBINAR SCHEDULE?

June 6, 2018 – **Flow-down Clauses – Management and Responsibilities for Federal Contractors** – [CLICK HERE](#) for additional information – presented by Carol Murphy – Wisconsin Procurement Institute (WPI)

June 12, 2018 – **Code of Business Ethics and Conduct in Government Contracting** – [CLICK HERE](#) for additional information – presented by Emily A. Constantine, Attorney, Husch Blackwell LLP

June 13, 2018 – **Update on the Fair Labor Standards Act** – [CLICK HERE](#) for additional information – presented by Corey Walton, Community Outreach and Resource Planning Specialist, U.S. Department of Labor/Wage & Hour Division

June 26, 2018 – **Export Controls – ITAR and Associated Requirements** – [CLICK HERE](#) for additional information – presented by Marc Violante, Wisconsin Procurement Institute (WPI)

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CPE Certificate available, please contact:

**Benjamin Blanc**

[benjaminb@wispro.org](mailto:benjaminb@wispro.org)

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Wisconsin Procurement Institute (WPI)

[www.wispro.org](http://www.wispro.org)

Benjamin Blanc | Government Contract Specialist

Wisconsin Procurement Institute

[benjaminb@wispro.org](mailto:benjaminb@wispro.org) 414-270-3600

10437 Innovation Drive, Suite 320  
Milwaukee, WI 53226