THE NEW WAWF – THE PROCUREMENT INTEGRATED ENTERPRISE ENVIRONMENT (PIEE) ACQUISITION HOUR WEBINAR
October 24, 2018

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A Procurement Technical Assistance Center (PTAC)

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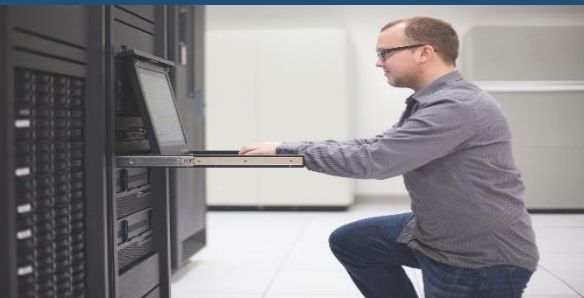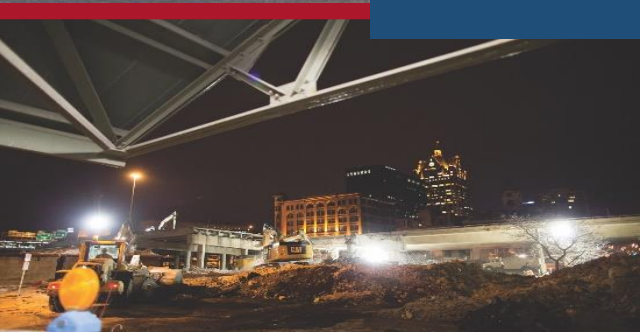
WEBINAR ETIQUETTE

PLEASE

- Log into the GoToMeeting session with the name that you registered with online

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- 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!

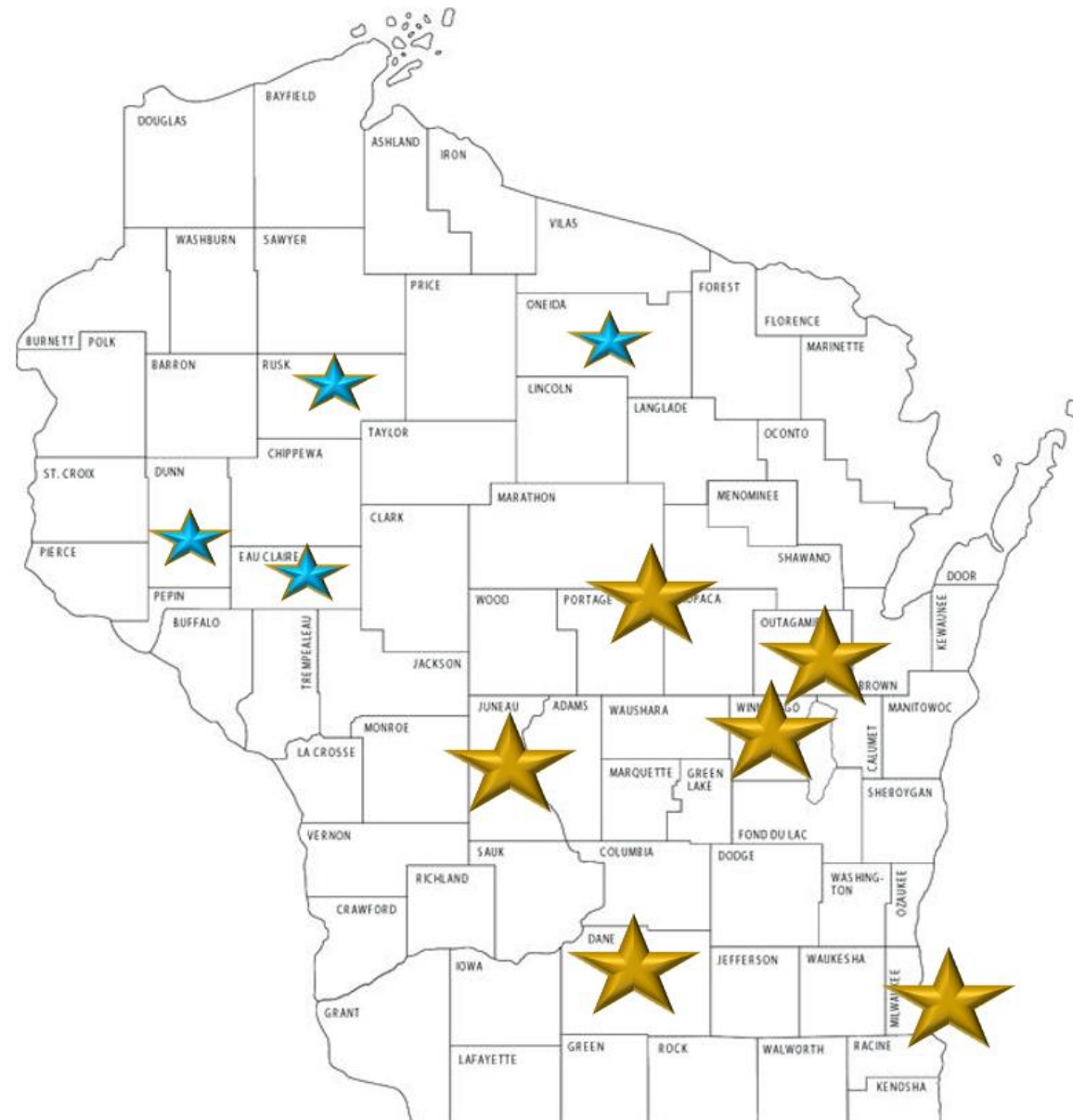# ABOUT WPI
SUPPORTING THE MISSION

SERVING WISCONSIN COMPANIES FOR 30 YEARS!

Assist businesses in creating, development and growing their 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 Area Technical College (MATC) – West Campus*
  - *FEED Kitchens*
  - *Dane County Latino Chamber of Commerce*
  - *Wisconsin Manufacturing Extension Partnership (WMEP)*
- CAMP DOUGLAS– *Juneau County Economic Development Corporation (JCEDC)*
- STEVENS POINT – *IDEA Center*
- APPLETON – *Fox Valley Technical College*
- OSHKOSH – *Fox Valley Technical College*
- EAU CLAIRE – *Western Dairyland*
- MENOMONIE – *Dunn County Economic Development Corporation*
- LADYSMITH – *Indianhead Community Action Agency*
- RHINELANDER – *Nicolet Area Technical College*

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

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WHAT WE WILL COVER TODAY

- What is PIEE

- What is WAWF

- Keeping up with PIEE

- Getting Started in PIEE, the "10 step program"

- Using the training site

- Do and don't do in WAWF

- My Invoice

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WHAT IS PIEE

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WHAT IS PIEE?

- The Procurement Integrated Enterprise Environment (PIEE) is the DoD and Federal one-stop-shop for procurement capabilities. The PIEE will be home to Wide Area Workflow and Electronic Data Access (EDA), MyInvoice, and capabilities including:

  - single sign on/role-based access based on job series

  - pre-award, award and post-award administration

  - payment

  - property management

  - purchase card

  - contract close out

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WHAT IS PIEE?

Purchase Card Program
- EMMA (2008)
- DM (2009) — DPAP
- RA
- AIM — DMDC

DoD Entity Identification
- DoDAAD
- CAGE (CONUS)
- Vendor Family Tree (2016) — DLA

Contract Administration Enterprise Solutions — DCMA
- eTOOLS
- MOCAS
- CBAR
- MOCAS API
- IWMS

Common Services / APIs / Reports
- CLS (2015)
- BI Extracts (2014)
- BI Reports (2014)
- FSD-OCC Selection Tool (2015)
- Mobile Apps
- Line Item Service
- Labor Code Crosswalk — DPAP
- PDS Validation (2008)
- PRDS Validation (2010)
- GEX
- Contract Distribution (2003)
- myInvoice Validation (2015)

Component Managed Enterprise Solutions — Navy
- PDREP / W&S of Repair

System for Award Management (SAM) — GSA
- SAM - Entity Mgmt. (2012)
- FBO
- CFDA
- FSRS / eSRS
- WDOL
- FPDS
- PPIRS / CPARS / FAPIIS
- USASpending — Treasury
- Common Services Platform
  - Phases:
  - TBD
  - Award Mgmt.
  - Performance Information
  - Wage Data
  - Assistance Data

WAWF eBusiness Suite — DLA
- IRAPT (2003)
- Contract File (EDA, 2003)
- IUID / GFP Registry (2005)
- CORT Tool (2013)
- myInvoice (2015)
- D-C eMIPR workflow (2015)
- NCCS DD254 (2015)
- Automated Contract Closeout (2015)
- CDR (2016)
- Manual Closeout (2017)
- Automating Solicitations (2018)
- Data Lake Phase 1 (2017)

JCCS Integrated Environment
- Vendor Vetting
- Opportunity Posting
- Contract Reporting
- Dollars & Sense
- CERP
- 3-in-1 (2010)
- TBC (2013)
- AGATRS (2014)
- JCOP
- GFLSV (2015)
- cASM — DLA

Solicitation / Proposal Management

Purchase Request / MIPR Workflow Management

Niche Contract Writing (20-40% of transactions)

Workload / Workforce Management

Business Intelligence

Records Management

BPR: Virtual File Mgmt, Info SLINs, ELINs, & Reconciliation Tools

Business Process Modeling (II)

Catalogs / Online Malls
- EMALL — DLA
- GSA Advantage — GSA
- IBEX — DLA
- FEDMALL (2017) — DLA

Legend
- Merged
- Bolted / Separately Built Module
- Yet to be Determined
- In-Process
- Fully operational

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WHAT IS PIEE?

- Timeline
  - Q4 FY2018: Rebranding
    - WAWF - PIEE
    - Irapt - WAWF (e-invoicing capability)
  - Q1 FY 2019: Refreshed and New Capabilities
    - Stand up of tech refreshed EDA leveraging Data Lake technology
    - Stand down of Data Lake as stand alone capability (Absorbed into EDA with no loss of reporting capabilities)
    - Transition from Contractor Officer Tracking (CORT) Tool to break out of appointment in JAM and surveillance in Surveillance and Performance Monitoring (SPM)
    - Stand up of DoDAAC Management capability

WHAT IS PIEE?

- Timeline
  - Calendar Year 2019: Front End Refresh
    - Target the complete end to end user experience throughout PIEE modules
    - Reduce the number of stovepiped capabilities
    - Provide greater flexibility to do work across modules
    - Might be accomplished in phased approach

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WHAT IS PIEE?

Applications/ Capabilities Details

Requirements*	Award*	Post-Award Administration*	Payment*	Property Management*	Purchase Card	Security
• eMIPR	• CON-IT (AF Only) • Clause Logic Service (CLS) • Solicitation Portal • SPRS • PALT Tracker	• Surveillance & Performance Monitoring (SPM) • Contract Comm. Module (CCM) • Contract Deficiency Reporting (CDR) • Contract Closeout • EDA	• WAWF (currently iRAPT) • myInvoice • CEDMS • Miscellaneous Pay	• GFP Module • IUID Registry	• DoD EAS • DoD Data Mining • Navy EAS • Navy Data Mining • GPC Oversight Module	• NCCS

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WHAT IS PIEE?

WHAT IS PIEE?

PIEE System Acronym List

Acronym	System Name
CCM	Contractor Communication Module
CDR	Contract Deficiency Reporting
CEDMS	Corporate Electronic Document Management System
CLS	Clause Logic Service
CON-IT	Contracting Information Technology
DoD DM	Department of Defense Data Mining
DoD EAS	Department of Defense Electronic Access System
EDA	Electronic Data Access
eMIPR	Electronic Military Interdepartmental Purchase Request
GFP Module	Government Furnished Property Module
iRAPT	Invoice, Receipt, Acceptance, Property Transfer

Acronym	System Name
IUID Registry	Item Unique Identification Registry
Navy DM	Navy Data Mining
Navy EAS	Navy Electronic Access System
NCCS	National Industrial Security Program (NISP) Contract Classification System
PALT Tracker	Procurement Administrative Lead Time Tracker
PBIS	Procurement Business Intelligence Service
PIEE	Procurement Integrated Enterprise Environment
Solicitation Portal	Solicitation Portal
SPM	Surveillance and Performance Monitoring
SPRS	Supplier Performance Risk System
WAWF	Wide Area Workflow

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WHAT IS PIEE?

- 2017 data:
- Users
  - Government :19,069
  - Government Support Contractor :739
  - Vendor 22,291
- Documents Processed
  - 4,143,082 Invoices Processed
  - 2,660,817 Receiving Reports Processed
  - 150,226 Grants and Miscellaneous Pay Processed
  - 209,982 Property Transfer Documents Processed

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WHAT IS WAWF

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WHAT IS WAWF?

- WAWF stands for Wide Area Work Flow

- The Department of Defense (DoD) initiated WAWF to eliminate paper transactions from the acquisition process

- 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?

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?

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.

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WHAT IS WAWF?

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

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WHAT IS WAWF?

- 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?

- 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 WAWF 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.

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WAWF!!!

Vendor
Creates/submits invoice and/or receiving report

3 ways to input
1. Web Input
2. SFTP (Secure File Transfer Protocol)
3. EDI (Electronic Data Interchange)

1.

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.

6. **Bank**

EFT

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

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.

WAWF External Interfaces
SAM
GEX
DAASC
EDA

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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.

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

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WHAT IS WAWF?

YOUR CONTRACT:

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/WAWF etc...

- 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

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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

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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)	____

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(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

(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.

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 PIEE

Updates are found under:

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

WHAT IS NEW?

WAWF E-BUSINESS SUITE VERSION 5.12.1 (PRODUCTION AUGUST 2018)

ECP1187 – "WAWF Suite Renaming":

The purpose of this ECP is to change the current name Wide Area Workflow (WAWF) e-Business Suite to the new enterprise solution name Procurement Integrated Enterprise Environment (PIEE).

The current name for module Invoicing, Receipt, Acceptance, and Property Transfer (iRAPT) will be changed back its original name of Wide Area Workflow (WAWF).

The changes will be made so that the name change is consistently described, referenced, and displayed throughout the suite so that users are seeing and using the latest/correct terminology as it relates to the suite.

Furthermore, iRAPT has a data element "Contract Issue Date" which is not an actual element. Rename this element to "Contract Effective Date" which is the effective date from the original award as well.

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WHAT IS NEW?

WAWF E-BUSINESS SUITE VERSION 5.12.0 (PRODUCTION JULY 2018)

ECP1100 – "Documents Under Archived DoDAACs":

The purpose of this ECP is for when a Government location code is deactivated, submitting and resubmitting documents to that location code will be prohibited.

This will maintain the capability for Corrected Receiving Reports to be submitted to an active location code

WHAT IS NEW?

WAWF E-BUSINESS SUITE VERSION 5.12.0 (PRODUCTION JULY 2018)

ECP1143 – "Solicitation Module":

The purpose of this ECP is for DoD to have a more automated process for capturing solicitations and responses from industry.

1. Create a tool in PIEE that leverages existing data standards to capture solicitations and share summary data about them with the GPE.
2. Upon sharing with GPE and providing a specific link to view the detailed solicitation information, post the complete solicitation documentation in a publicly available webpage.
3. Provide ability for Suppliers to submit offers via the portal.

This is because The Federal Government Point of Entry (GPE), Fed Biz Ops (FBO), doesn't provide core capabilities desired within the DoD for management of Solicitations.

1. Lack of support for solicitations and responses in standard data formats beyond those in FAR Part 5.
2. Lack of Workflow for responses or bandwidth to expand capabilities in near future.

Note: This ECP was delivered in 5.12.0 but turned "off". It will be turned "on" in an upcoming release.

GETTING STARTED IN PIEE, THE "10 STEP PROGRAM"

VENDOR "10 STEP PROGRAM FOR GETTING STARTED IN PIEE"

- **General Steps for a Vendor to follow to use Procurement Integrated Enterprise Environment applications**

- Step 1. Register with the System for Award Management (SAM). (This is a mandatory step.)

- Step 2. Establish an Electronic Business (EB) Point of Contact (POC) in SAM. (This is a mandatory step.)

- Step 3. Ensure CAGE Code is added to the Procurement Integrated Enterprise Environment Vendor Group Structure. (This is a mandatory step.)

- Step 4. Establish an Organizational Email Address. (This is an WAWF step only.)

- Step 5. Designate a Contractor Administrator (CAM). (This is a mandatory step.)

- Step 6. Determine if batch feeds for data input is necessary. (This is an WAWF step only.)

- Step 7. Set up PCs to Access applications in Procurement Integrated Enterprise Environment.

- Step 8. Self-Register CAM. (This is a mandatory step - there must be a CAM to activate vendors.)

- Step 9. Have all users for the CAGE Code(s) self-register on the Procurement Integrated Enterprise Environment web site for one of the available Vendor Roles.

- Step 10. Complete the Web Based Training for the applications you will use in Procurement Integrated Enterprise Environment.

VENDOR "10 STEP PROGRAM FOR GETTING STARTED IN PIEE

1) All vendors must be registered in the SAM in order to sell goods and services to the Department of Defense (DoD).

Register at URL https://www.sam.gov/

VENDOR "10 STEP PROGRAM FOR GETTING STARTED IN PIEE

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

The EB POC will be responsible for authorizing vendor employee(s) access to submit, modify and/or view data on behalf of the vendor. In Procurement Integrated Enterprise Environment terminology, the EB POC also functions as the Contractor Administrator (CAM). The CAM is your company's "Gate Keeper" and will be responsible for authorizing access to applications in Procurement Integrated Enterprise Environment for all your company's employee(s).

The SAM POC is responsible for entering EB POC data in SAM.

To see if an EB POC is listed for a specific company, go to https://www.sam.gov/ and click on "Search SAM". Where prompted, enter the DUNS Number or CAGE Code or Company Name and click the "Search" button. If you are presented with a list of DUNS numbers, you will need to pick the specific location and click on the Detail link. Scroll to the bottom of the Inquiry Results page. There you can see if anyone is listed as the EB POC. If no one is listed, the company has not identified an EB POC yet.

Each vendor can establish up to two EB POCs one primary and one alternate EB POC for each CAGE/DUNS code.

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VENDOR "10 STEP PROGRAM FOR GETTING STARTED IN PIEE

3) Have your CAGE Code added to the Procurement Integrated Enterprise Environment Vendor Group Structure.

   To establish a vendor group for a CAGE Code, someone in your company needs to either call the Customer Support Center 1-866-618-5988 or send an email to DISA Ogden. If your organization has multiple CAGE Codes, the Procurement Integrated Enterprise Environment Customer Support Center will assist in adding all your CAGE Codes to your Vendor Group Structure in Procurement Integrated Enterprise Environment. (see Customer Support link)

 Phoned in requests will be activated immediately. Emailed requests will be processed within 48 business hours after receipt.

   Group Activation Email: Please use the following template to email requests to Procurement Integrated Enterprise Environment Customer Support: Customer Support email Please fill in missing information with your company information. (External Link).

   Your CAGE Code must be added to the Procurement Integrated Enterprise Environment Vendor Group Structure before any personnel can self-register for applications in Procurement Integrated Enterprise Environment. If you have multiple CAGE Codes they can all be added to your group at the same time.

   Optional CAGE Code extensions can be created to subdivide your CAGE Code into smaller units. Each CAGE Code and extension will have its own organizational e-mail address. The email addresses will be used to notify your sub-groups that a document status has changed.

   Important - PLEASE NOTIFY YOUR EB POC! We will need their authorization to activate individual accounts after the CAGE Code(s) are added to the Vendor Group Structure for Procurement Integrated Enterprise Environment

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VENDOR "10 STEP PROGRAM FOR GETTING STARTED IN PIEE

4) Establish an Organizational email Address – For WAWF only

Wide Area Workflow (WAWF) routes information according to CAGE Codes. WAWF documents themselves do not get routed, but status information about the documents is sent in emails. For example, email confirmations are sent when a vendor SUBMITS a document. Email notices are sent when the government ACCEPTS or REJECTS the document.

In order to receive status information about the WAWF documents, vendors need to establish organizational email accounts and determine who will have access to this organizational email account.

Ensure that the organizational email address is operational and can receive email prior to registering it with the Procurement Integrated Enterprise Environment Customer Support Center.

The CAM or EB POC shall provide the organizational email to the Procurement Integrated Enterprise Environment Customer Support Center. (See CAM Appointment Letter in Step 5 below).

Note: If you do not set up an organizational email address, the personal email address of the first person who self-registers from your CAGE/DUNS Code will be used as the organizational email address

VENDOR "10 STEP PROGRAM FOR GETTING STARTED IN PIEE

5) Designate a Contractor Administrator (CAM) for your company. (Mandatory Step - there must be a CAM registered)

A CAM determines who has access to their data in Procurement Integrated Enterprise Environment and provides the authorization to activate.

In medium to large sized companies, there may be a need to establish more than one CAM.

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

Vendors must appoint a CAM to manage their Procurement Integrated Enterprise Environment accounts. It is recommended that the EB POC be the CAM. As mentioned earlier, the CAM 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 CAM no additional paperwork is required to establish your Procurement Integrated Enterprise Environment CAM account. Proceed to Registration (see Step 8).

If you appoint a CAM that is not your EB POC, they are required to submit their CAM appointment letter, signed by their EB POC, via email to the Ogden Customer Support Center. See sample CAM Appointment letter. Proceed to Registration immediately after the letter has been submitted (see step 8).

VENDOR "10 STEP PROGRAM FOR GETTING STARTED IN PIEE

6) Determine if batch feeds for WAWF data input is necessary.

Most Vendors use the manual, web entry method to input their documents directly into WAWF. 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 WAWF via the File Transfer Protocol (FTP) or Electronic Data Interchange (EDI) method.

WAWF FTP and EDI Guides are available after your account has been activated. If further assistance is needed, please contact the WAWF Customer Service Center and ask for help with EDI. A trouble ticket will be created and you will be forwarded to the Joint Interoperability Test Center (JITC) and a technician will be assigned to assist you in testing your file layout(s). (See Customer Support Link)

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VENDOR "10 STEP PROGRAM FOR GETTING STARTED IN PIEE

7) Set up PCs to access Procurement Integrated Enterprise Environment.

   Your current computer configuration is usually sufficient to use the applications in Procurement Integrated Enterprise Environment. On rare occasions your computer's browser setting may need to be changed.

   Please try using the applictions in Procurement Integrated Enterprise Environment first and then if you experience problems check your set-up by selecting the "Machine Setup" link on the Procurement Integrated Enterprise Environment home page or call the Ogden Help desk for assistance - for Ogden Help desk information select the "Customer Support" link on the Procurement Integrated Enterprise Environment home page.

VENDOR "10 STEP PROGRAM FOR GETTING STARTED IN PIEE

8) CAM needs to Self-Register in Procurement Integrated Enterprise Environment. (Mandatory step - CAMs activate the vendor users)

Refer to the "Registration" button at the top right of the " Procurement Integrated Enterprise Environment " home page.

When registering as a CAM, Vendor User Roles will not be allowed, only add Administrative User Roles.

If the CAM's account has not been activated within 2 business days of self-registering, notify the Procurement Integrated Enterprise Environment Customer Service. (See Vendor Customer Support Link).

VENDOR "10 STEP PROGRAM FOR GETTING STARTED IN PIEE

9) Have all users for the CAGE Code(s) self-register on the Procurement Integrated Enterprise Environment web site for one of the available Vendor Roles.

Once the EB POC (CAM) has been activated, all company users will need to self-register. Now the EB POC (CAM) can activate or deactivate their own company personnel within Procurement Integrated Enterprise Environment.

Every user must self-register on the Procurement Integrated Enterprise Environment web site by completing the online registration form.

Refer to the "Registration" button on the Procurement Integrated Enterprise Environment home page and the Help button for details on registering for an application in the Procurement Integrated Enterprise Environment as a Vendor Role.

Note: User accounts will not be activated until the CAM activates the accounts. The CAM will receive an email for all registrations.

If a user's account has not been activated within 2 business days of self-registering, notify the EB POC or Procurement Integrated Enterprise Environment Customer Support Center.

VENDOR "10 STEP PROGRAM FOR GETTING STARTED IN PIEE

10) Complete the Web Based Training for the applications you will use in Procurement Integrated Enterprise Environment.

Once you have completed steps 1-9, you may want to take the offered Web Based Training (WBT) for detailed information on how to effectively use the application you have registered for.

You may also practice using the applications in the online training site. This site is for practice only. You can practice submitting documents for payment, and viewing and working on documents in the online training site. After getting to the Web Based Training menu, you should click the "Instructions" hyperlink to get your training User IDs and passwords and important sample data.

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USING THE TRAINING SITE

USING THE TRAINING SITE

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

USING THE TRAINING SITE

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

USING THE TRAINING SITE

https://wawftraining.eb.mil/wbt

Vendor11
IRAPT0907welcome#1

DO AND DON'T IN WAWF

DO

- Read Appendix F (DFARS clause) to understand rules

- Be sure you have a GAM/CAM

- 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 – WAWF 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 (GAMCAM function)

- SAVE YOUR WORK!

DON'T

- Supplies – do not ship material w/o WAWF document input

- Attach files exceeding 5MB

- Assume your Receiving Report alone will automatically invoice for you

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MY INVOICE

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MY INVOICE

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

CUSTOMER SUPPORT

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PIEE CUSTOMER SUPPORT

https://wawf.eb.mil/xhtml/unauth/web/homepage/vendorCustomerSupport.xhtml

Help Desk: 1 866-618-5988

WPI
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UPCOMING TRAINING - EVENTS

WHAT IS WPI'S CURRENT WEBINAR SCHEDULE?

November 7, 2018 – **Responding to a Sources Sought Announcement and the Interested Vendor List** – CLICK HERE – for additional information – presented by Carol Murphy, Wisconsin Procurement Institute (WPI)

December 4, 2018 – **Preparing for a CPSR Audit** –CLICK HERE – for additional information – presented by Phil Bail, Phil Bail & Associates

https://www.wispro.org/faqs/what-is-wpis-webinar-schedule/

WPI
Wisconsin
Procurement
Institute
A Procurement Technical
Assistance Center

MAXIMIZING YOUR CONFERENCE RETURN ON INVESTMENT (ROI) 101

PRE-MARKETPLACE

| SCHEDULE & REGISTRATION | AGENDA | SUPPORTING PARTNERS | CONTACT |

MARKETPLACE 2018 EVENT

SMALL BUSINESS ACADEMY 2018

SCHEDULE & REGISTRATION

November 2, 2018 Dunn County Government Center, 800 Wilson Ave, Menomonie, WI 54751
Time 9:00 am – 12:00 pm
REGISTER

November 6, 2018 Webinar
Time 1:00 pm – 2:00 pm
REGISTER

November 8, 2018 Latino Chamber of Commerce of Dane County, 2881 Commerce Park Dr., Fitchburg (Madison), WI 53719
Time 9:00 am – 12:00 pm
REGISTER

November 27, 2018 Fox Valley Technical College Room BC188, 1825 N. Bluemound Dr., Appleton, WI 54912
Time 9:00 am – 12:00 pm
REGISTER

November 28, 2018 Technology Innovation Center, 10437 W Innovation Dr., Wauwatosa, WI 53226
Time 9:00 am – 12:00 pm
REGISTER

December 5, 2018 Webinar
Time 12:00 pm – 1:00 pm
REGISTER

https://premarketplacewi.org/

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www.marketplacewisconsin.com

END OF YEAR FEDERAL CONTRACTOR UPDATE – MILWAUKEE, WI

January 24, 2019

Organizer

Cassie Hutzler

Phone:
(414) 270-3600

Email:
cassieh@wispro.org

Additional Information

Presented By
National Contract Management Association (NCMA) - Wisconsin Chapter
Wisconsin Procurement Institute (WPI)

SAVE THE DATE!

Join Wisconsin's Federal contractors for a series of briefings focusing on changes and challenges.

https://www.wispro.org/event/end-of-year-federal-contractor-update-milwaukee-wi/

Venue

Crowne Plaza – Wauwatosa

10499 W Innovation Dr
Wauwatosa, WI 53226 United States
+ Google Map

QUESTIONS?

SURVEY

CONTINUING PROFESSIONAL EDUCATION

CPE Certificate available, please contact:

Benjamin Blanc

benjaminb@wispro.org

PRESENTED BY

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