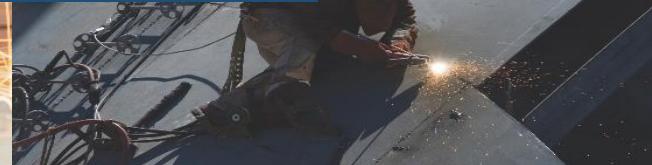




A Procurement Technical Assistance Center (PTAC)

A large, white, neoclassical building with a prominent green dome, illuminated at dusk. The building is surrounded by trees and a fence. The sky is a deep blue.

ACQUISITION HOUR WEBINAR: THE PROCUREMENT INTEGRATED ENTERPRISE ENVIRONMENT & WAWF October 24, 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

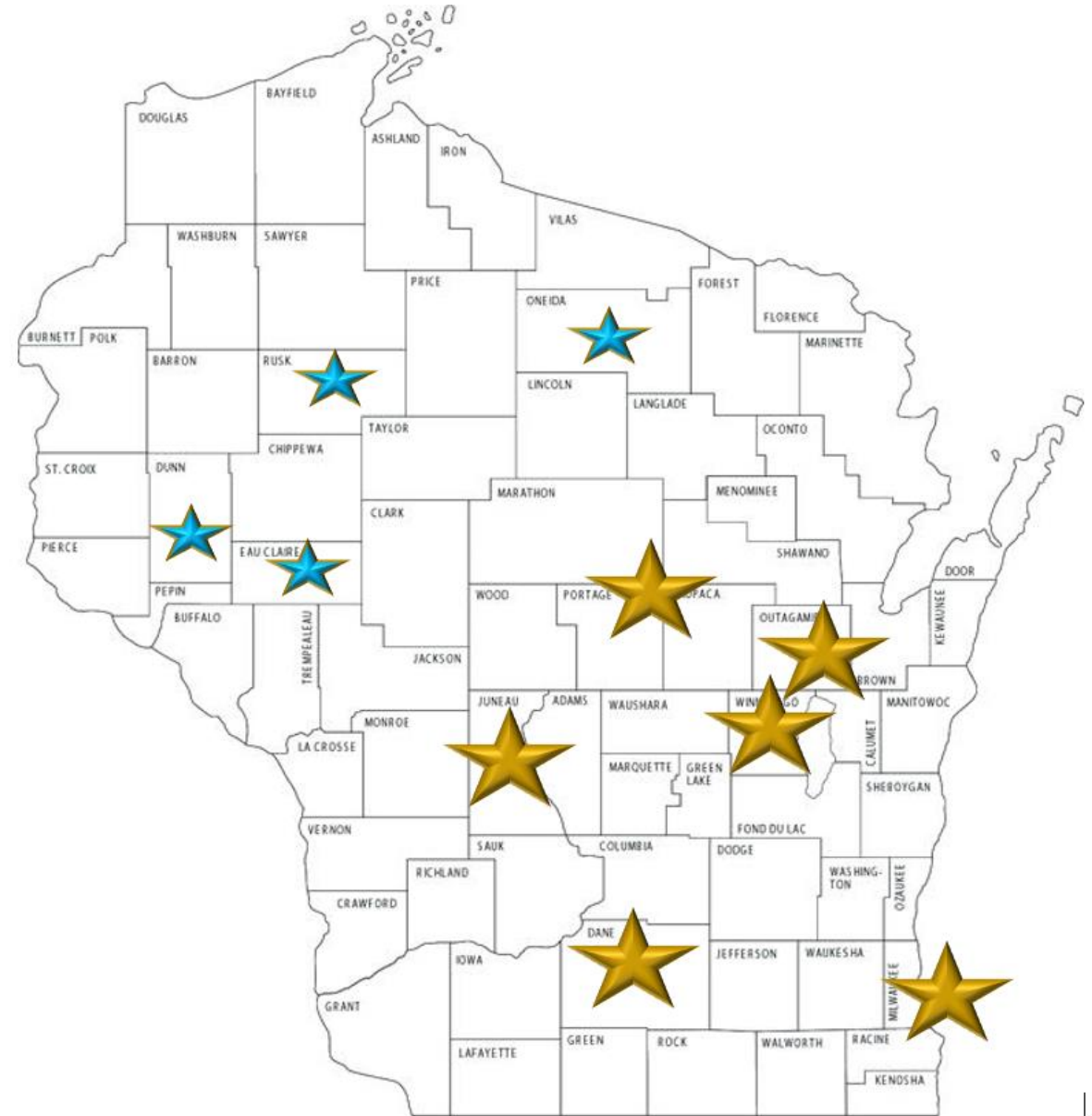
SERVING WISCONSIN
COMPANIES FOR 30 YEARS!

Assist businesses in creating,
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*



CURRENT EDITION OF THE WPI NEWSLETTER

www.wispro.org



UPCOMING EVENTS [→](#)

- TUE 23** **Acquisition Hour: The HUBZone Program – Certification Benefits and Regulations**
October 23 @ 1:00 pm - 2:00 pm

- WED 24** **Acquisition Hour: The SBA 8(a) Certification Program**
October 24 @ 12:00 pm - 1:00 pm

- WED 24** **Government Contracting Opportunities – Rhinelander, WI**
October 24 @ 12:30 pm - 4:30 pm
Rhinelander WI

- WED 24** **Acquisition Hour: The NEW WAWF – The Procurement Integrated Enterprise Environment (PIEE)**
October 24 @ 1:30 pm - 2:30 pm

[View More...](#)

CURRENT OPPORTUNITIES (4) [→](#)

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

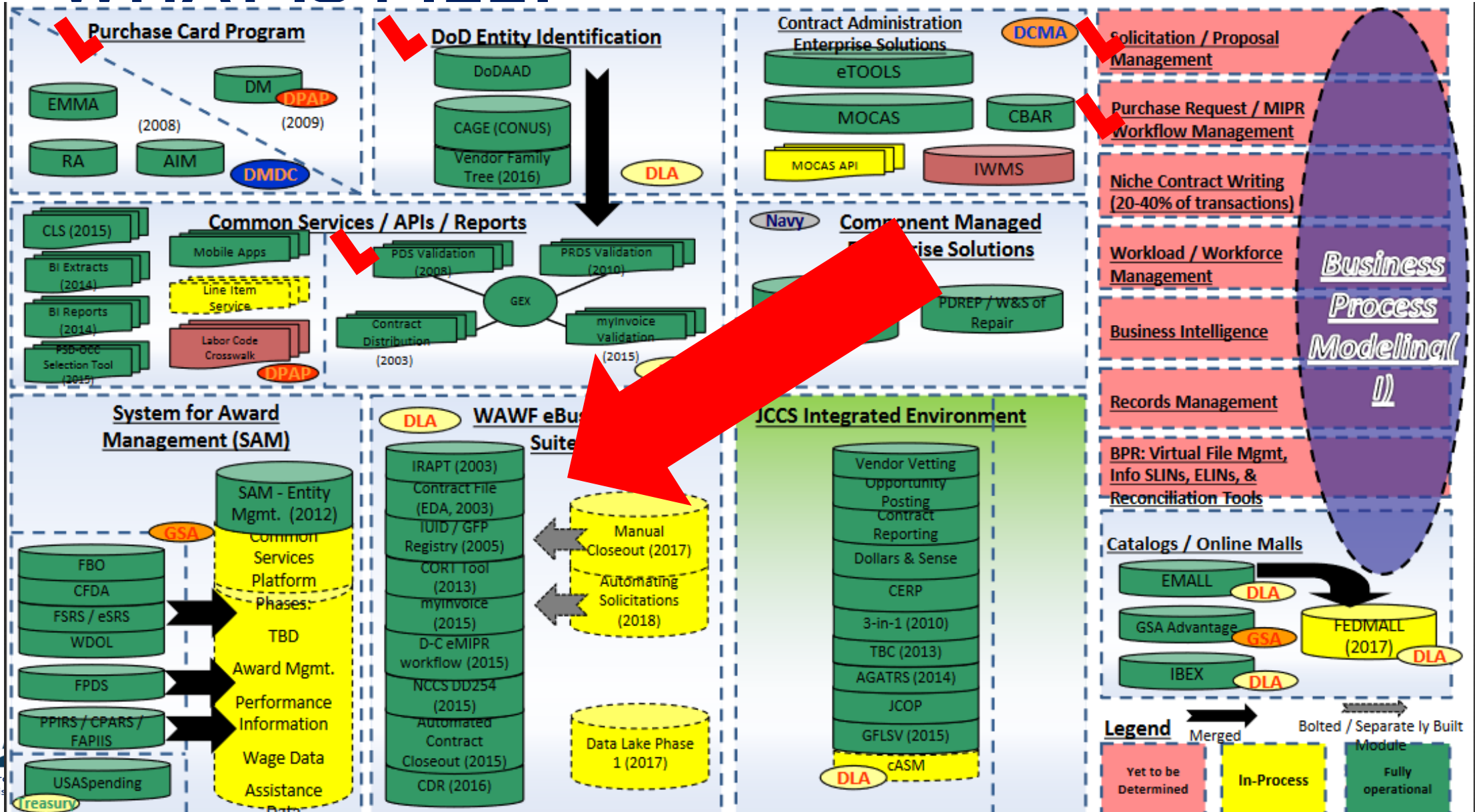
- What is PIEE
- What is WAWF
- Keeping up with PIEE
- Getting Started in PIEE, the “10 step program”
- Using the training site
- Do and don't do in WAWF
- My Invoice

WHAT IS PIEE

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

WHAT IS PIEE?



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

WHAT IS PIEE?

Applications/ Capabilities Details

Requirements*	Award*	Post-Award Administration*	Payment*	Property Management*	Purchase Card	Security
<ul style="list-style-type: none"> eMIPR 	<ul style="list-style-type: none"> CON-IT (AF Only) Clause Logic Service (CLS) Solicitation Portal SPRS PALT Tracker 	<ul style="list-style-type: none"> Surveillance & Performance Monitoring (SPM) Contract Comm. Module (CCM) Contract Deficiency Reporting (CDR) Contract Closeout EDA 	<ul style="list-style-type: none"> WAWF (currently iRAPT) myInvoice CEDMS Miscellaneous Pay 	<ul style="list-style-type: none"> GFP Module IUID Registry 	<ul style="list-style-type: none"> DoD EAS DoD Data Mining Navy EAS Navy Data Mining GPC Oversight Module 	<ul style="list-style-type: none"> NCCS

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

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

WHAT IS WAWF

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.

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

WHAT IS WAWF?

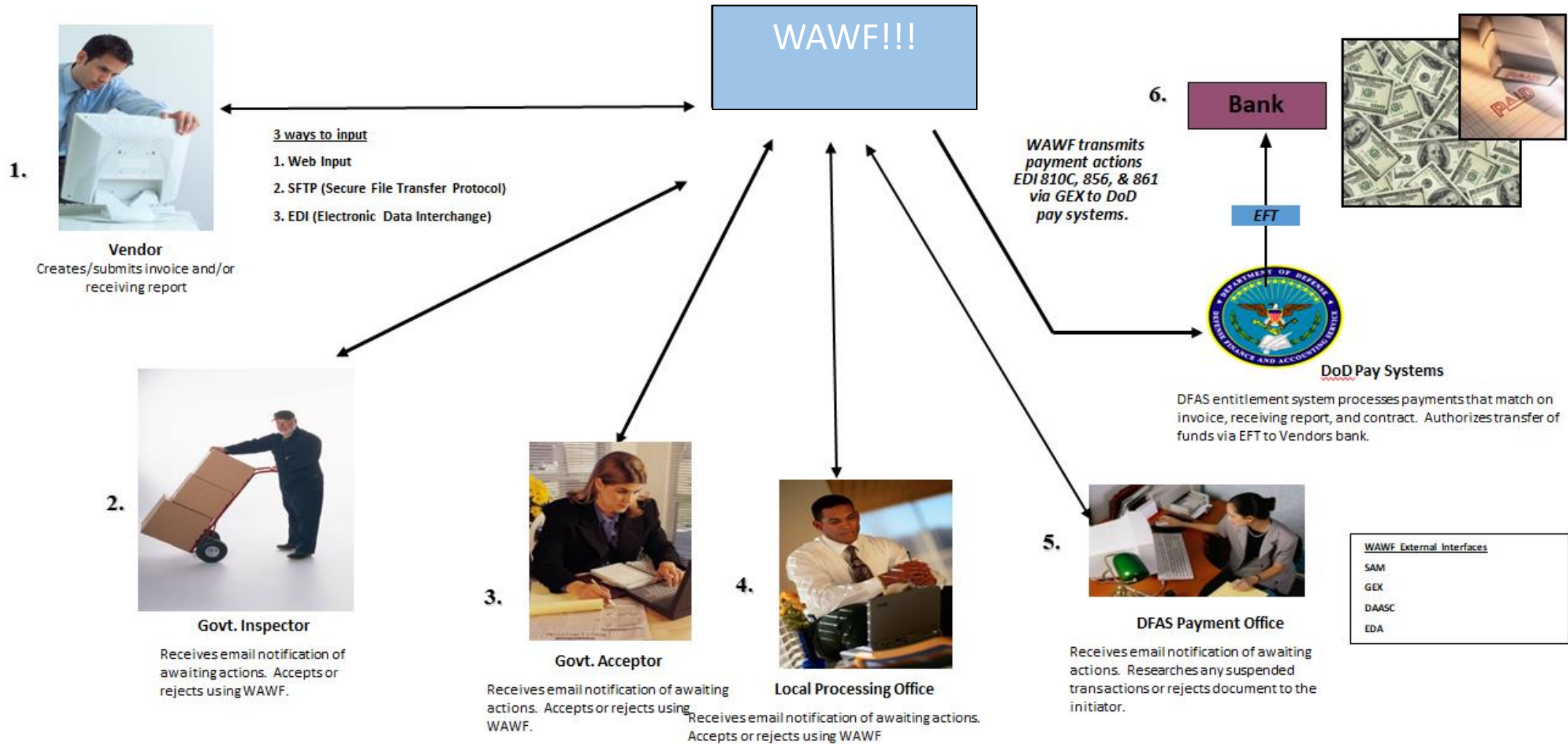
- Next, the Goods or Services are Inspected and Accepted by the Government
 - Government entity that requested goods or services inspects and accepts in iRAPT
 - May involve more than one person and multiple locations
 - Acceptance generates a signed Receiving Report confirming inspection and acceptance

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.



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?

YOUR CONTRAC:

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

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

(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 PIEE

Updates are found under:

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

Procurement Integrated
Enterprise Environment | PIEE 5.12.1

New User Information and Help

New User

Setup

- Machine Setup

Vendors Getting Started

- Procurement Integrated Enterprise Environment - Getting Started Help
- IUID - Getting Started Help
- Help - WAWF Vendor User Roles
- Help - EDA User Vendor Role
- Help - IUID Contractor User Roles

Government and Government Support Contractors Getting Started

- WAWF - Government Getting Started Help

Training

Training

- Web Based Training

Help - System Information

- What's New in Procurement Integrated Enterprise Environment
- WAWF Functional Information
- CORT Tool Functional Information
- WAWF Instructions Clause Information
- WAWF Mobile App
- WAWF FTP User Guides
- WAWF EDI User Guides
- IUID Registry Documentation

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.

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.

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.

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

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)

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 applications 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.

USING THE TRAINING SITE

USING THE TRAINING SITE

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

Procurement Integrated Enterprise Environment | PEE 5.12.1

New User Information and Help

New User

Setup

- Machine Setup

Vendors Getting Started

- Procurement Integrated Enterprise Environment - Getting Started Help
- IUID - Getting Started Help
- Help - WAWF Vendor User Roles
- Help - EDA User Vendor Role
- Help - IUID Contractor User Roles

Government and Government Support Contractors Getting Started

- WAWF - Government Getting Started Help

Training

Training

- Web Based Training

Help - System information

- What's New in Procurement Integrated Enterprise Environment
- WAWF Functional Information
- CORT Tool Functional Information
- WAWF Instructions Clause Information
- WAWF Mobile App
- WAWF FTP User Guides
- WAWF EDI User Guides
- IUID Registry Documentation

USING THE TRAINING SITE

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

Property Management: GFP, IUID
Operational Support: JAM
Security: NCCS
Other: MRS, PIEE

Procurement Integrated Enterprise Environment - Web Based Training

Info for all Users

- Vendor Registration
- Government and Government Support Contractor Registration
- Logon and User Maintenance
- PIEE Data Element Dictionary

What's New

- What's New in Procurement Integrated Enterprise Environment - All Versions (DOC)
- What's New in PIEE Release 5.12.1

Training Site

- Training Site Instructions
- [PIEE 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>

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


MY INVOICE


MY INVOICE


Procurement Integrated My Account Administration Help User : Vendor Tester Logout


Enterprise Environment | PIEE 5.12.1 Last Successful Logon Date: 2018/10/22 16:17:24 GMT
Last Unsuccessful Logon Attempt: 2018/10/22 11:48:18 GMT


Welcome to the Procurement Integrated Enterprise Environment


Post Award Admin

Contracting Communication Module

Payment

Wide Area Workflow


myInvoice

Property Management

Government Furnished Property


IUID Registry

Other

Web Based Training

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

PIEE CUSTOMER SUPPORT

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

Help Desk: 1 866-618-5988

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/>

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/>



WISCONSIN ECONOMIC
DEVELOPMENT CORPORATION

Governor's Conference on Minority Business Development
Welcoming minority, woman and veteran-owned businesses
December 12 - 13, 2018

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2018

AWARD NOMINATIONS NOW OPEN

[NOMINATE A BUSINESS](#)

DATES ANNOUNCED DECEMBER 12 - 13

Welcoming minority, woman and veteran-owned businesses

AWARDS
NOMINATION
NOW OPEN
[CLICK HERE](#)
2018

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AWARD
WINNERS

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MARKETPLACE WISCONSIN

POTAWATOMI HOTEL & CONFERENCE CENTER
MILWAUKEE, WI

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

Wisconsin Procurement Institute (WPI)

www.wispro.org

Benjamin Blanc | Government Contract Specialist

Wisconsin Procurement Institute

benjaminb@wispro.org 414-270-3600

10437 Innovation Drive, Suite 320
Milwaukee, WI 53226