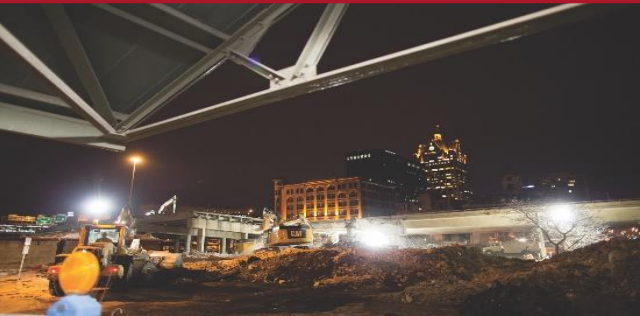


# PACKAGING, SHIPPING AND INVOICING USING WAWF AND PIEE

ACQUISITION HOUR WEBINAR

April 22, 2020



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  - We will share the questions with our guest speaker who will respond to the group

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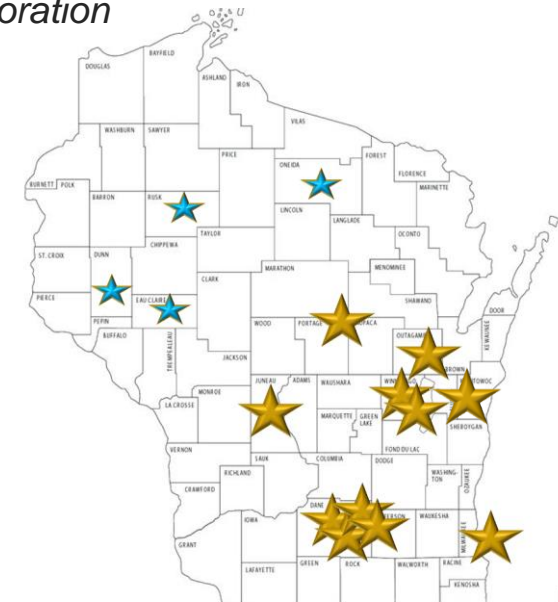
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- WED 21** Acquisition Hour: Government Property Management for Federal Contractors and Subcontractors  
August 21 @ 12:00 pm - 1:00 pm
- THU 22** Advancing Cybersecurity in the Industry, Energy, Water Nexus – Oshkosh, WI  
August 22 @ 9:00 am - 3:00 pm  
Oshkosh WI
- THU 22** NDIA Great Lakes Chapter 10th Anniversary – Milwaukee, WI  
August 22 @ 12:30 pm - 7:30 pm  
Brookfield Wisconsin
- SEP 11** Acquisition Hour: The End of the Fiscal Year is Here – What is Hot and What is Not  
September 11 @ 12:00 pm - 1:00 pm

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# AGENDA

- 1) What is WAWF
- 2) Packaging and Shipping for the Government
- 3) How to use WAWF to create your documentation

# 1. 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

# 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 – **Revised December 2018**) which requires claims for payment under a Department of Defense Contract to be submitted in electronic form.
- Clause 252.232-7006 was added on December 2018 to provide Wide Area WorkFlow Payment Instructions

# 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 WAWF

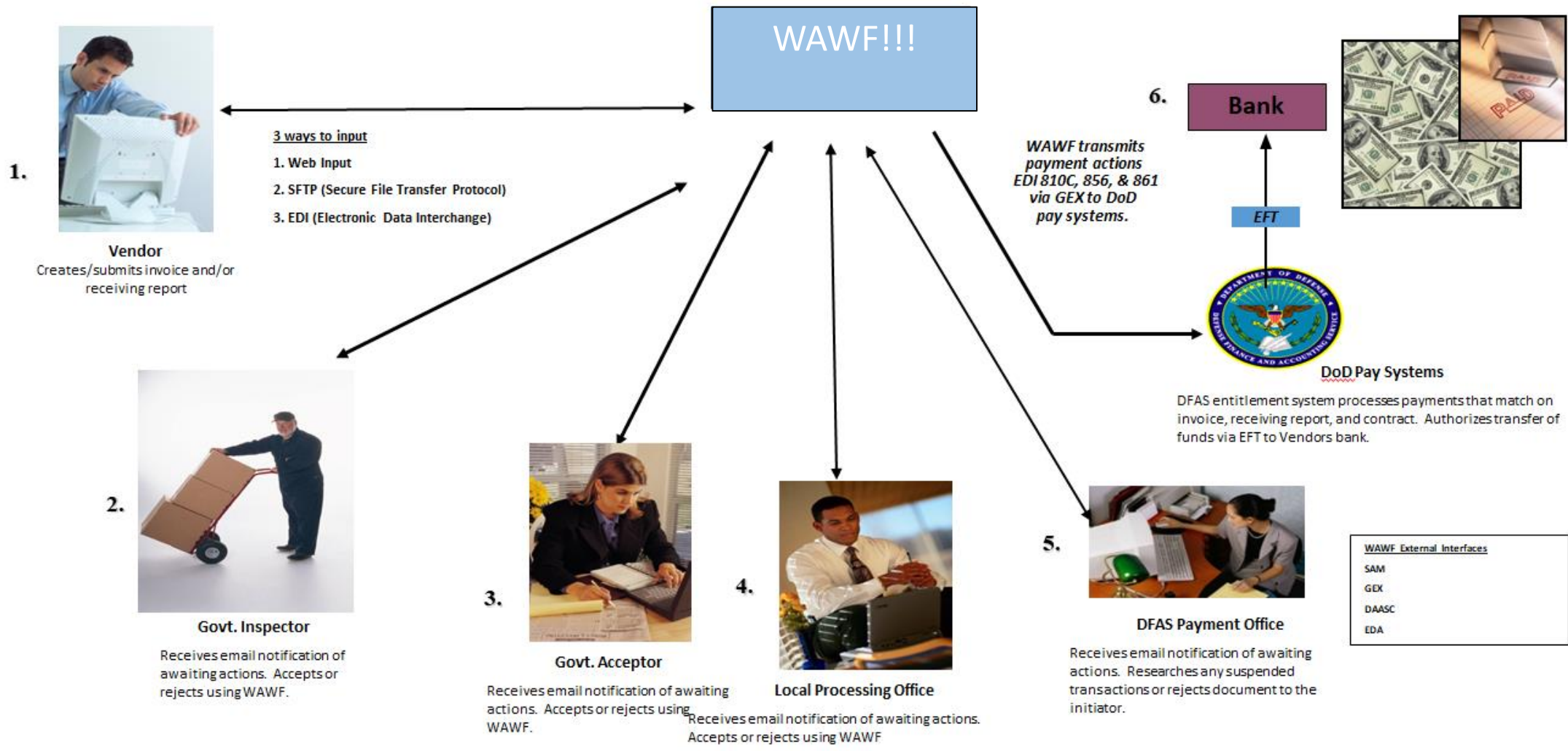
- The vendor submits an Invoice & Receiving Report in the WAWF System
- Vendor (contractor or supplier) delivers goods or services according to contract terms

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



WAWF External Interfaces
SAM
GEX
DAASC
EDA

## 2. PACKAGING AND SHIPPING FOR THE GOVERNMENT



# CONTRACT

Read and reread contract-look for

- Inspection
- Packaging
- Marking

# I & A ORIGIN VS. DESTINATION

- I & A origin: contact DCMA inspector before you begin to pack
- Widget must be accepted prior to packaging
- I&A destination-start packing and labeling

# CONTRACT REQUIREMENTS

## Packaging and Marking

- 1<sup>st</sup> destination packaging initiative-began late 2013/early 2014
- Remove Military packaging costs from suppliers quote in many cases
- Incorporates ASTM-D-3951 as a packaging guideline (Government version of Commercial)
- **BE CAUTIOUS!!!**
- Does **NOT** remove MIL-STD-129 marking requirements

# GENERAL CONTRACT INFORMATION

- ❖ **Where to find Packaging Requirements/Data** - always located in the Solicitation/Contract.
  - MIL-STD-2073 codes may be interpreted in a paragraph within the schedule.
  - Packaging may be iaw (in accordance with) ASTM-D-3951 (this is the Government version of standard commercial packaging – do not confuse with vendor commercial packaging.)
  - Packaging may be iaw SPI (these are usually TACOM contracts)
- ❖ **Marking Requirements** - MIL-STD-129 is the marking specification. Even though the contract may offer ASTM-D-3951 as the packaging requirement, this will not relieve the responsibility for MIL-STD-129 markings.

# GENERAL CONTRACT INFORMATION

❖ Packaging and Marking Specifications are 2 separate documents.

❖ What we can do:

- Package/Pack and label iaw contract requirements
- RFID **eliminated** in most circumstances
- Submit Receiving Report/Invoice/Combo thru Wide Area Workflow) – **(this is how the contractor gets paid!!)**
- Create/Apply MSL (Military Shipment Label) to shipment
- FOB Origin (Government pays freight to destination) – obtain shipping instructions thru VSM or DCMA as applicable
- Ship FOB destination (Contractor pays freight to destination) contracts per prime contractor or Bentley routing per customer direction

# GENERAL CONTRACT INFORMATION

- ❖ **New Contractors** – it is best to get packaging/labeling costs prior to submitting your quote. Cannot recoup these additional costs after the contract has been awarded.

# MIL-STD-2073 VS. ASTM-D-3951

- Numerous coded methods of Military Packaging based upon the preservation requirement

- Example-Preserve only (M20)

  - Waterproof (M31)

  - Watervaporproof (M41)

- Each packaging step is directed by a code.

  - Ex. wrap/cushioning & dunnage/unit container

- 2-digit code for each step in the process

- Have COC's on record for all Military specification packaging material

# MIL-STD-2073 VS. ASTM-D-3951

- ASTM-D-3951 more relaxed-but not truly commercial.

PLEASE READ IT THOROUGHLY

- QUP per contractual requirements-QUP 001

- FYI:

Military Specs are free

ASTM need to be purchased

# MIL-STD-2073 MILITARY PACKAGING

**MIL-STD-2073** is the basic document for Military Packaging

Within this document there are various tables that correspond to codes that correspond to codes that may be listed in the packaging/packing area of the solicitation/contract. These codes require individual interpretation to determine the detailed packaging/packing requirements.

**Example:**

PKGING DATA – MIL-STD-2073-1D, 15 DEC 1999

QUP:010 PRES MTHD:10 CLNG/DRY:1 PRESV MAT:00 WRAP MAT:00 CUSH/DUNN MAT:00

CUSH/DUNN THKNESS:0 UNIT CONT:10 OPI:0 INTRMDTE CONT:D3 INTRMDTE CONT QTY:AAA

PACK CODE:U MARKING SHALL BE IN ACCORDANCE WITH MIL-STD-129. SPECIAL MARKING CODE:00-

The above is taken from an actual contract. Note the various categories on the following slide.



# MIL-STD-2073 MILITARY PACKAGING

QUP – PRES MTHD – CLING/DRY – etc... These are all categories/processes in the packaging sequence with corresponding tables found in MIL-STD-2073.

**For example:** QUP:010 means pack 10 each in a unit container.

CLNG/DRY:1 means that you must perform C1 cleaning on the material. This cleaning is any suitable process not injurious to the item.

Each category can be explained by referencing the appropriate table in MIL-STD-2073, Appendix J.

The “PRES MTHD” category is one of the most important.

- There are several Military methods of preservation/packaging. These methods (along with occasional supplemental information) detail how to package the item into the **unit container**.
- Basic methods are M10, M20, M30, M40, and M50.
  - M10 – Physical Protection
  - M20 – Preservative coating only
  - M30 – Waterproof protection
  - M40 – Watervaporproof protection
  - M50 – Watervaporproof protection with desiccant
- Sub methods are listed in MIL-STD-2073 under these basic methods which enhance and expand the requirements. The pictures attached provide a visual-explanation of some of the Military methods/submethods.

# MIL-STD-2073 MILITARY PACKAGING

Once you can establish the QUP (Quantity per Unit Pack) and the basic Military Method of Preservation (see “M” methods, previous slide) – the rest is easy!

MIL-STD-2073 tables will take you thru each packaging step to decipher the contract coded data. For example, in the contract data, the Intermediate container is coded as “D3”. The table in MIL-STD-2073 for unit or intermediate containers (Table J-VII) provides a detailed description of what “D3” represents.

Once we have the material preserved/packaged in a unit container and intermediate container, if necessary, it is time to PACK the units. Level of PACK is not the same as Military preservation/packaging. PACK is how we consolidate the unit/intermediate containers for shipment.

When MIL-STD-2073 is referenced in a contract there can be three (3) possible PACKING levels.

They are Level A – Level B – or Minimal.

- Military Level A PACKING – is protection to meet the most severe worldwide shipment, handling, and storage conditions.
- Military Level B PACKING – is protection required to meet moderate worldwide shipment, handling and storage conditions.
- Minimal PACKING – is protection suitable when anticipated logistics paths indicate that items requiring military preservation will not be exposed to shipped environments more severe than those normally encountered in the commercial distribution system.



# MIL-STD-2073 MILITARY PACKAGING

There are requirements for each level of PACK. For example – Level A requires a wood box overpack IAW MIL-STD-2073 of the unit containers. Level B requires, at minimum, weather-resistant overpack IAW MIL-STD-2073.

**Remember – preservation/packaging and packing are not the same.** Preservation/Packaging has “M” methods, Packing has levels.

Preservation/Packaging is what happens to the unit container and then intermediate package. Packing is how we **consolidate** (overpack) the unit/intermediate containers for shipment.

Another reminder – you can over pack but not under pack.

For example: If a method requires a heat sealed poly bag (M31) you could use a waterproof-greaseproof bag instead (M33). This would be upgrading from a Military Method 31 to Method 33.



# MIL-STD-2073 CONTACT PRESERVATIVE

TABLE J-III. Contact preservative material codes (see J.4.5).

Code	Material
01	MIL-PRF-16173, Grade 1, corrosion preventive, solvent cutback, cold application, hard film
02	MIL-PRF-16173, Grade 2, corrosion preventive, solvent cutback, cold application, soft film
03	MIL-PRF-16173, Grade 3, corrosion preventive, solvent cutback, cold application, water displacing soft film
06	MIL-C-11796, Class 3, light preservative compound, soft film, hot application
07	MIL-PRF-3150, medium preservative oil, cold application
09	MIL-PRF-32033, lubricating oil, general purpose preservative (water displacing, low temperature)
10	MIL-PRF-21260, preservative and break-in lubricating oil, internal combustion engine, Grade 10, 30 or 50
11	MIL-PRF-23827, grease, aircraft and instrument, gear and actuator screw
12	MIL-PRF-81322, grease, aircraft, general purpose
13	MIL-PRF-10924, grease, automotive and artillery
15	MIL-PRF-46170, hydraulic fluid, synthetic, rust inhibited, fire resistant
17	MIL-PRF-6085, lubricating oil, instrument, aircraft, low volatility
19	MIL-PRF-16173, Grade 4, corrosion preventive, solvent cutback, cold application, transparent, non-tacky
20	MIL-PRF-46002, preservative oil, contact and volatile corrosion inhibited
21	MIL-PRF-16173, Grade 5, corrosion preventive, solvent cutback, water displacing soft film, low pressure steam removable
30	MIL-PRF-46010, corrosion inhibiting lubricant, solid film, heat cured
31	MIL-C-6529, Type II, corrosion preventive, ready mixed, for reciprocating aircraft engines
32	MIL-C-6529, Type III, corrosion preventive, ready mixed, for turbojet aircraft engines
33	MIL-PRF-7808, lubricating oil, synthetic base, for aircraft turbine engines
38	MIL-P-149, strippable plastic coating (hot dipping)
49	Vendor's protective grease or oil coating
50	MIL-PRF-7870, lubricating oil, low temperature
51	MIL-PRF-6081, lubricating oil, jet engine, Grade 1010
52	MIL-PRF-8188, corrosion preventive oil, synthetic base, for aircraft gas turbine engines
56	MIL-PRF-23699, lubricating oil, synthetic base, for aircraft turbine engines

MIL-STD-2073-1E  
w/CHANGE 1

APPENDIX J

TABLE J-III. Contact preservative material codes (see J.4.5) – Continued.

Code	Material
65	MIL-PRF-83282, hydraulic fluid, synthetic, fire retardant
80	MIL-P-53030, primer coating, epoxy, water reducible
89	Preserve with normal operating lubricant
ZZ	Special requirement – See specific instructions or drawings provided
00	No requirement

# MIL-STD-2073 WRAPPING MATERIAL

MIL-STD-2073-1E  
w/CHANGE 1

APPENDIX J

TABLE J-IV. Wrapping material codes (see J.4.6).

Code	Material
BA	QQ-A-1876, aluminum foil
CA	A-A-203, kraft wrapping paper
DA	A-A-1249, paper, tissue
EA	MIL-DTL-17667, neutral wrapping paper
EB	MIL-DTL-17667, Type I, neutral wrapping paper, flat
EC	MIL-DTL-17667, Type II, neutral wrapping paper, creped
FA	MIL-P-130, laminated and creped wrapping paper
GB	MIL-PRF-121, greaseproof, waterproof barrier
GC	MIL-PRF-121, Type I, medium duty, greaseproof, waterproof barrier
GH	MIL-PRF-121, Type II, light duty, greaseproof, waterproof barrier
JA	A-A-3174, plastic sheet, polyolefin, 2 mil
JL	MIL-PRF-22019, transparent volatile corrosion inhibitor treated barrier material
JV	MIL-PRF-22191, Type III, transparent waterproof barrier material
K3	MIL-PRF-81705, Type III, Class 1, transparent, electrostatic protective, static shielding, barrier material or MIL-DTL-117, Type II, Class H, Style 2 bag
LA	A-A-50177, lens paper
MB	MIL-PRF-3420, volatile corrosion inhibitor treated material
ZZ	Special requirements – see specific instructions or drawings provided
∅∅	No requirement

# MIL-STD-2073 INSPECTION

➤ Inspection provisions for each method

TABLE G.I. Preservation inspection provisions.

Criteria	Method of Inspection	Method														
		10	20	31	32	33	41	42	43	44	45	51	52	53	54	55
Cleaning materials not as specified	Visual	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Cleaning material contaminated	Visual	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Item not completely cleaned when tested in accordance with Method 4004 of Federal Test Method Standard 101	Visual	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Item damaged by action of cleaning process	Visual	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Item contaminated by handling after cleaning	Visual	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Item not completely dry	Visual	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Item damaged by compressed air blast or overheating	Visual	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Contaminated compressed air used	Visual	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Contaminated wiping cloths used	Visual	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Preservative not as specified	Visual	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Incomplete or non-uniform coverage of preservative	Visual	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Excessive preservative	Visual	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Item not thoroughly drained	Visual	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Wrap not as specified	Visual	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Cushioning material not as specified	Visual	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Cushioning thickness not as specified	Visual	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Projections and sharp edges of item not sufficiently cushioned to prevent damage to item or external media	Visual	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Improper application of cushioning, blocking, bracing or bolting	Visual	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Improper amount of desiccant	Visual	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Desiccant improperly secured	Visual	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Desiccant contacting item	Visual	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Humidity indicator not properly placed	Visual	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Window or gaskets not as specified	Visual	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Unit container not as specified	Visual	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Interior unit container corners not blunted	Visual	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Insufficient material for reclosure of flexible barriers	Visual	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Improper seal or closure of unit containers	Visual	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Excessive air within unit container	Visual	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Excessive looseness in unit container	Shake	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Weight and cube of unit pack exceeds maximum allowable	Weigh & measure	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Incorrect QUP	Visual	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Marking omitted, incorrect, or illegible 1/ 2/ 3/	Visual	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

NOTES:

- 1/ For methods 42 and 52, unit pack marking of MIL-STD-129 shall be applied to the barrier bag as well as the outer container.
- 2/ When a box or container is used to effect the unit pack of methods 31, 33, 41 and 51, unit pack markings of MIL-STD-129 shall be applied to the barrier bag as well as the box specified to effect the unit pack.
- 3/ When the unit pack is also used as the shipping container, then the markings applicable for shipment shall be applied to the exterior container in accordance with MIL-STD-129.

APPENDIX G



# MIL-STD-2073 TESTING

## APPENDIX G

TABLE G.II. Leakage and heat-sealed seam test provisions.

Method or Submethod	Leak Test (See G.4.2)	Heat-sealed seam test (See G.4.3)
31	Required	Required <u>1/</u>
32	Required	Required
33	Required	Required <u>1/</u>
41	Required	Required
42	Required	Required
43	Required	Required
44	Required	--
45	Required	--
51	Required	Required
52	Required	Required
53	Required	Required
54	Required	--
55	Required	--

### NOTES:

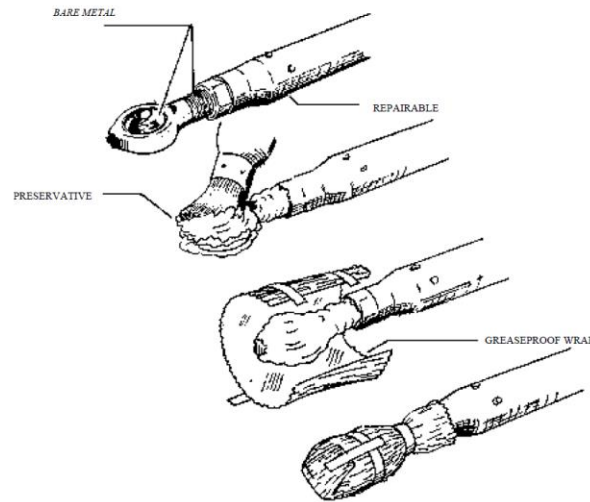
- 1/ A cold-sealed seam test as defined in MIL-B-22020 shall be substituted in cases where a VCI treated cold-sealed bag is employed as the unit container.

# MIL-STD-2073 EXAMPLES

## METHOD 20

(Formerly Method I)

Preservative Coating Only (with greaseproof wrap, as required)



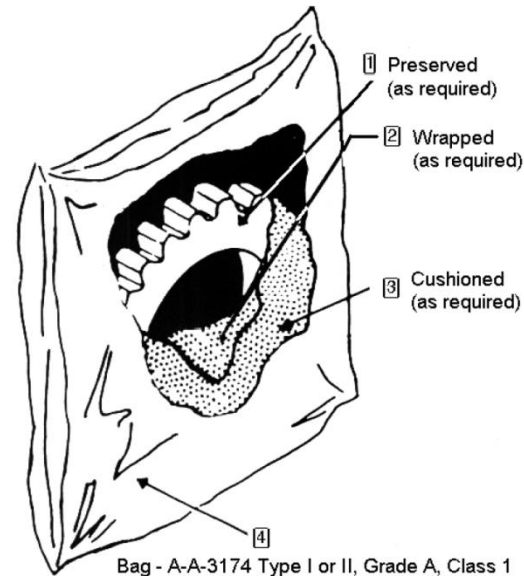
PRESERVED METHOD 20  
READY FOR PACKING

## METHOD 31

(Formerly Sub-Method IC-3)

WATERPROOF BAG, SEALED

Waterproof Enclosure, with Preservative as Required

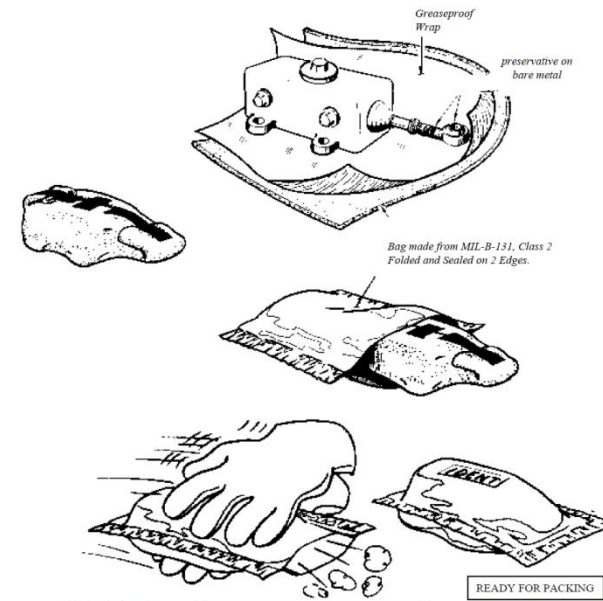


Bag - A-A-3174 Type I or II, Grade A, Class 1  
MIL-PRF-22191 Type III  
MIL-B-22020 as limited by Mil-I-8574

## METHOD 41

(Formerly Sub-Method LA-8)

Watervaporproof Bag, Sealed



Exhaust Excess Air

BARRIER WRAPS OR BAGS SHOULD NEVER BE  
USED AS A STORAGE OR SHIPPING CONTAINER.  
ALWAYS OVERPACK IN THE APPROPRIATE  
CONTAINER.

READY FOR PACKING

# MIL-STD-129 MARKINGS

➤ MIL-STD-129 is the  
Government marking  
spec. REQUIREMENT!

## 4. GENERAL REQUIREMENTS

4.1 Identification markings. Figure 1 shows an example of the content and approximate placement of the identification markings on unit packs and intermediate and exterior containers. Unless specifically exempted in the contract or solicitation, or this standard, these markings shall be applied to all DoD and contractor- or vendor-originated shipments. Marking materials, methods and size of markings should comply with 5.1. The exact placement of identification and bar code markings on specific containers may vary in configuration and format from those shown in the figures. Ammunition and explosives shall be marked as specified in 5.6 of this standard or as specified by the contract or solicitation. Hazardous items shall be marked with identification markings as specified herein and in 5.5. Bar code markings are required as specified in 4.4.

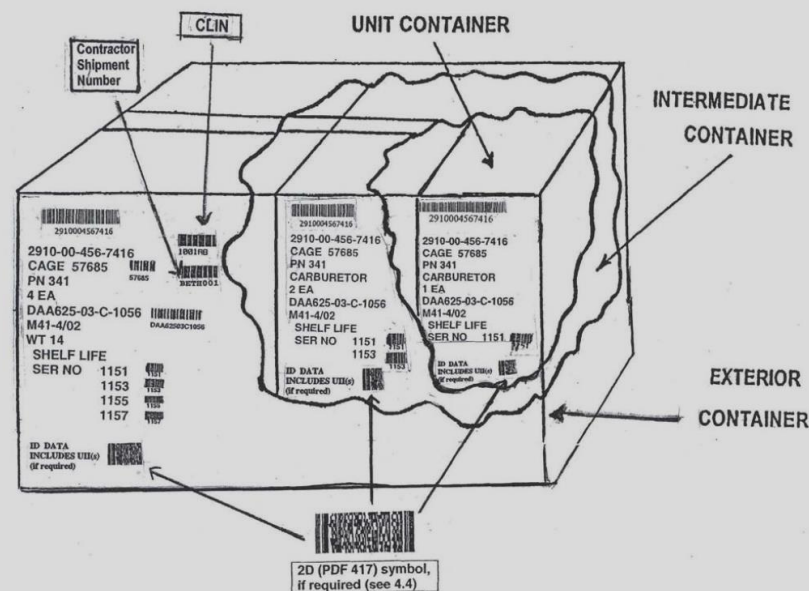


FIGURE 1. Example of unit pack, intermediate and exterior container identification markings (including an example of bar code markings). For hazardous markings, see 5.5.

# FOB ORIGIN VS. DESTINATION

- 1<sup>st</sup> destination transportation initiative-Most contracts  
FOB Origin/do not include freight in quote
- FOB destination-include anticipated freight costs to  
destination in quote. Not reimbursable
- Must register in VSM-<https://vsm.distribution.dla.mil/>
- Using a packager? Register them to handle your  
shipments
- FOB Origin-VSM will supply shipping instructions and  
MSL
- FOB Destination-you choose carrier but VSM will create  
MSL

## Military Shipping Label (MSL)

Sample – CONUS Shipment

TCN <b>S1501A4202A453XXX</b>			
From <b>ATGM</b> 4700 WEST 10TH ST INDIANAPOLIS IN 46222-3277		TAC / Type Service / Postage <b>73342</b> FRT LTL	
Piece <b>1 OF 1</b>	Weight (lb.) <b>1210</b>	Date Shipped <b>07/20/04</b>	Project
	Cube (ft.) <b>60</b>	RDD <b>340</b>	FMS Case
Priority <b>3</b>	MSL, Supply & TCMD Data 		
POD	Ship To / POE TRANSPORTATION OFFICER DDSP NEW CUMBERLAND FACILITY BUILDING MISSION DOOR 113-143 NEW CUMBERLAND PA 17070-5001		
Ultimate Consignee / Mark For Consignee <b>W25G1U</b> TRANSPORTATION OFFICER DDSP NEW CUMBERLAND FACILITY BUILDING MISSION DOOR 113-134 NEW CUMBERLAND PA 17070-5001			

The label contains Address Markings

The 2D Bar Code contains Address Markings and Inventory Control Information

FOB Destination TCN uses letter "X" and the five digit CAGE Code, Four Digit Julian Date, first letter of the company name, last three digits of Shipment Number from DD 250, Suffix Number, Partial Shipment Code and Split Shipment Code (Usually "XXX")

# PASSIVE RFID

➤ RFID-Radio Frequency Identification –applicable to the shipment. Connection thru WAWF

➤ Passive RFID:

make sure this clause is in the contract and destination is referenced

252.211-7006 RADIO FREQUENCY IDENTIFICATION (SEP 2011) DFARS

- **DESTINATIONS HAVE DISAPPEARED – NO LONGER REQUIRED !**

# RFID SHIP TO LOCATIONS

Welcome to L&MR

acq.osd.mil/log/sci/RFID\_ship-to-locations.html

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**PASSIVE RFID DFARS Clause 252.211-7006**  
There are currently no ship-to locations that require passive RFID tagging.

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- OSD Fellows Program
- Contact Us

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For technical assistance contact the Sustainment Webmaster  
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# WAWF

- WAWF and getting paid (former DD250)
- Must register: <https://wawf.eb.mil/>
- If using a packager, register them as an extension
- Submit receiving report/invoice/combo, etc. when ready to ship
- Origin inspection-QAR will sign electronically

**Shipment on its way and you get paid!**

# HOW TO ADD EXTENSION...

- Login at <https://wawf.eb.mil/piee-landing/>
- Click on MY ACCOUNT

**PIEE** 6.4.0 Procurement Integrated Enterprise Environment

My Account Administration Help

User : Lisa Dixon Logout

Last Successful Logon Date: 2020/04/14 14:25:36 MDT  
Last Unsuccessful Logon Attempt: 2020/02/17 09:50:06 MDT

My Account

**Profile**

- User**  
View/Edit the user profile information.
- Supervisor**  
View/Edit the user's supervisor information. some
- Company**  
View/Edit the user's company information.

**Roles**

- Add Additional Roles**  
Add additional roles to your account.
- Manage Roles**  
View existing roles, resubmit rejected/inactive/archived roles, add comments/attachments to the existing roles and send reminder e-mails to your Supervisor(s)/Sponsor (Govt./Govt. Contractor users only).

**Security**

- Change Authentication Type**  
Change Certificate or login method type for your account.
- Change Password**  
Modify the password for your account.
- Change Security Questions**  
Update the security questions for your account.

# HOW TO ADD EXTENSION...

- Continue to ADD ADDITIONAL ROLES

### Add Roles

Verify all the information within your account, and then add any necessary new roles.

#### Add Roles

1. Profile
2. Supervisor / Company
3. Roles
4. Justification
5. Summary
6. Agreement

#### User Profile

User ID: lisadixon

<b>First Name *</b>	<input type="text" value="Lisa"/>	<b>Middle Name</b>	<input type="text"/>	<b>Last Name *</b>	<input type="text" value="Dixon"/>	<b>Suffix</b>	<input type="text"/>
<b>Organization *</b>	<input type="text" value="Contractor"/>	<b>Job Title *</b>	<input type="text" value="Sales Support Super"/>	<b>Grade/Rank</b>	<input type="text"/>		
<b>Email *</b>	<input type="text" value="l.dixon@bentleywp.com"/>	<b>Confirm Email *</b>	<input type="text" value="l.dixon@bentleywp.com"/>				
<b>Commercial Telephone !</b>	<input type="text" value="1-414-967-5010"/>	<b>Extension</b>	<input type="text" value="31VEI"/>	<b>Intl Country Code and Phone !</b>	<input type="text"/>	<b>Mobile Telephone</b>	<input type="text"/>
<b>DSN Telephone</b>						<input type="text"/>	
<b>Citizenship *</b>	<input type="text" value="US"/>						

# HOW TO ADD EXTENSION...

- Choose Vendor

**PIEE** 6.4.0 Procurement Integrated Enterprise Environment

My Account Administration Help

User : Lisa Dixon Status: Active Logout

Last Successful Logon Date: 2020/04/14 14:25:36 MDT  
Last Unsuccessful Logon Attempt: 2020/02/17 09:50:06 MDT

**Add Roles**

1. Profile
2. Supervisor / Company
3. Roles
4. Justification
5. Summary
6. Agreement

**Roles** User ID: lisadixon

**Step 1.** Select the appropriate Application from the list below

WAWF - Wide Area Workflow

**Step 2.** Select One or More Roles from the list below (Ctrl+Click)

Available Roles for the selected application

- Energy Lab
- Vendor
- Vendor Ship To View Only
- Vendor View Only

**Step 3.** Click 'Add Roles'

+ Add Roles

**Step 4.** Fill out the required information for the applicable applications

**Tip** If you need access to any other applications, Repeat Steps 1 to 4 again

Next Previous Help

! Symbol indicates situational entry, at least one is required.  
\* Asterisk indicates required entry.

# HOW TO ADD EXTENSION...

- Click on ADD VENDOR

PIEE 6.4.0 Procurement Integrated Enterprise Environment

My Account Administration Help User: Lisa Dixon Status: Active Logout

Last Successful Logon Date: 2020/04/14 14:25:36 MDT  
Last Unsuccessful Logon Attempt: 2020/02/17 09:50:06 MDT

User ID: lisadixon

**Add Roles**

1. Profile
2. Supervisor / Company
3. Roles
4. Justification
5. Summary
6. Agreement

**Roles**

Step 1. Select the appropriate Application from the list below

WAWF - Wide Area Workflow

Step 2. Select One or More Roles from the list below (Ctrl+Click)

User Roles for WAWF

- Energy Lab POC
- Vendor
- Vendor Ship To View Only
- Vendor View Only

+ Add Roles

Step 3. Click 'Add Roles'

Step 4. Fill out the required information for the applicable applications

Roles Summary

Application	Role	Location Code *	Extension	Group	Action
WAWF	Vendor	<input type="text"/>	<input type="text"/>		Delete

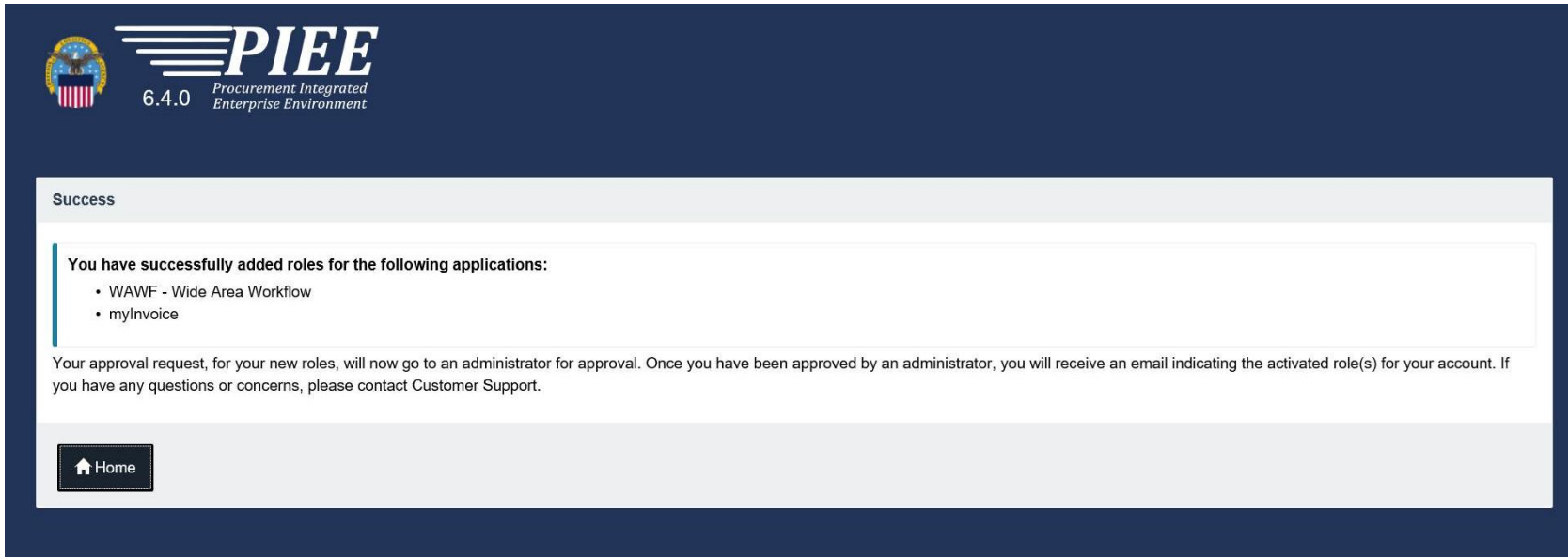
Showing 1 to 1 of 1 entries

Tip: If you need access to any other applications, Repeat Steps 1 to 4 again

- Enter Cage Code in LOCATION CODE, Packager Cage Code in EXTENSION
- Click NEXT

# HOW TO ADD EXTENTION...

- Add Justification
- Click NEXT
- Verify, then click SIGNATURE



The screenshot shows the top of a web application interface. In the top left corner, there is a logo featuring the Wisconsin state seal and the text "PIEE 6.4.0 Procurement Integrated Enterprise Environment". Below the logo, a white box with a grey border contains a "Success" message. The message states: "You have successfully added roles for the following applications:" followed by a bulleted list: "• WAWF - Wide Area Workflow" and "• myInvoice". Below the list, a paragraph of text reads: "Your approval request, for your new roles, will now go to an administrator for approval. Once you have been approved by an administrator, you will receive an email indicating the activated role(s) for your account. If you have any questions or concerns, please contact Customer Support." At the bottom left of the white box, there is a button with a house icon and the text "Home".

# THANK YOU!

LISA DIXON, MILITARY PACKAGING SPECIALIST, BENTLEY WORLD  
PACKAGING LTD

[L.DIXON@BENTLEYWP.COM](mailto:L.DIXON@BENTLEYWP.COM) | 414-967-5010

# 3. HOW TO USE WAWF TO CREATE YOUR DOCUMENTATION

# USING THE TRAINING SITE

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

**PIEE**  
6.5.0 Procurement Integrated Enterprise Environment

New User Information and Help

## New User

### Setup

- Machine Setup

## Vendors Getting Started

- Procurement Integrated Enterprise Environment - 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
- WAWF - Support Contractor Getting Started Help
- EDA - Government Getting Started Help

## Training

- Web Based Training

## Help - System Information

- PIEE Enhancements By Release
- WAWF Functional Information
- WAWF Instructions Clause Information
- WAWF Mobile App
- WAWF FTP User Guides
- WAWF EDI User Guides
- IUID Registry Documentation

## Help - Lookup Tables

# USING THE TRAINING SITE

Payment






Property Management




Operational Support





Purchase Card





Security



Other




Procurement Integrated Enterprise Environment - Web Based Training

**Info for all Users**

**Registration**

- Vendor Registration
- Government / Government Support Contractor Registration
- Add PIEE User Training to Profile

**References**

- PIEE Glossary
- PIEE Document List
- PIEE Role List
- Vendor and Government Customer Support
- FAQ Certificate Modernization
- Certificates - Digital Signature / Non-Repudiation (PDF)
- GAM Span of Control by Interest

**PIEE History**

- PIEE Enhancements By Release (DOC)
- What's New in PIEE Release 6.5.0

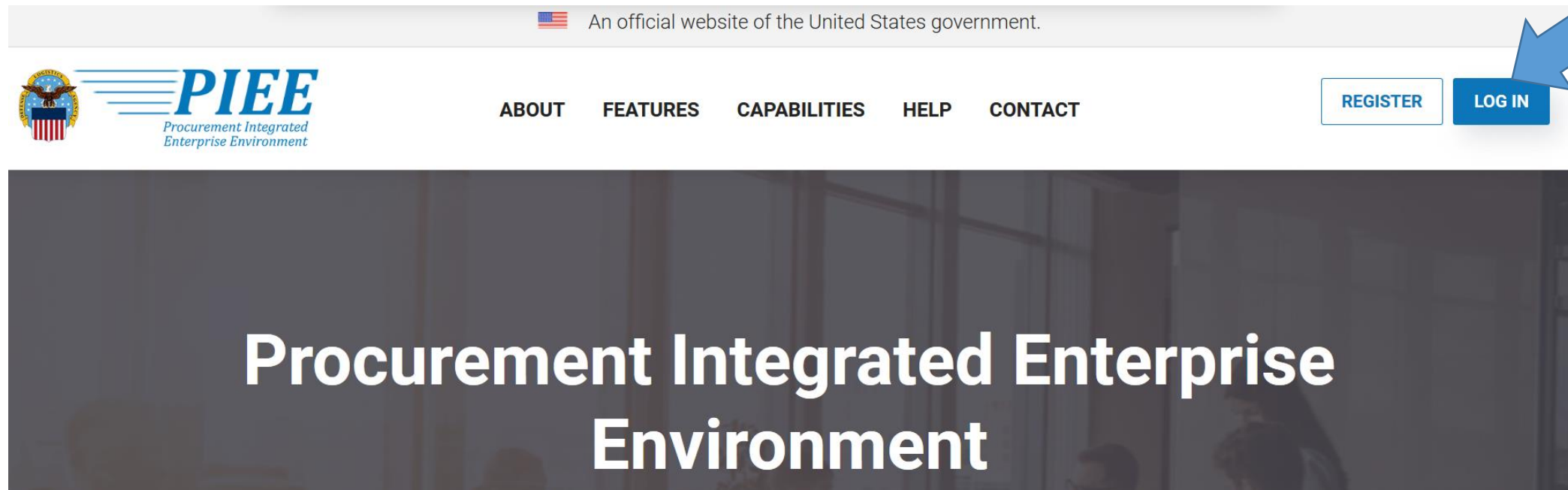
**Training Site**

- Training Site Instru
- PIEE Training Site



# USING THE TRAINING SITE

<https://wawftraining.eb.mil/piee-landing/>



# 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

Login

**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

WAWF0331welcome#1

# USING THE TRAINING SITE

PIEE 6.5.0 Procurement Integrated Enterprise Environment

My Account Administration Help

User : Vendor Tester Logout

Last Successful Logon Date: 2020/04/17 18:06:20 GMT  
Last Unsuccessful Logon Attempt: 2020/04/16 13:24:46 GMT

Welcome to the Procurement Integrated Enterprise Environment

Post Award Admin

CCM Contracting Communication Module

Payment

WAWF Wide Area Workflow myInvoice

Property Management

GFP Government Furnished Property IUID IUID Registry

Operational Support

PCM Purpose Code Management

Other

WBT Web Based Training

# UPCOMING TRAINING - EVENTS

# ACQUISITION HOUR LIVE WEBINARS SERIES

■ April 22, 2020

## **Packaging, Shipping and Invoicing Using WAWF and PIEE**

[CLICK HERE](#) for additional information

Presented by Lisa Dixon & John Hoeffler, Bentley World Packaging

■ April 23, 2020

## **The Emergency Paid Sick Leave Act & The Emergency Family & Medical Leave Expansion Act – The Basics**

[CLICK HERE](#) for additional information

Presented by Corey Walton, DOL

■ April 24, 2020

## **How the CyberSecurity Maturity Model Certification (CMMC) Will Impact Your Business**

[CLICK HERE](#) for additional information

Presented by Marc Violante, Wisconsin Procurement Institute (WPI)

■ April 29, 2020

## **Economic Espionage – Awareness of Threats & Resources for Gov't Contractors**

[CLICK HERE](#) for additional information

Presented by Marc Violante, Wisconsin Procurement Institute (WPI)

# ACQUISITION HOUR LIVE WEBINARS SERIES

▪ May 5, 2020

## **Learning About the Surety Bond Guarantee from the US SBA**

[CLICK HERE](#) for additional information

Presented by the US Small Business Administration

▪ May 20, 2020

## **The Procurement Integrated Enterprise Environment (PIEE) and Wide Area Workflow (WAWF)**

[CLICK HERE](#) for additional information

Presented by the Benjamin Blanc, Wisconsin Procurement Institute (WPI)

▪ May 19, 2020

## **Pieces of the Proposal Puzzle**

[CLICK HERE](#) for additional information

Presented by Helen Heningsen, Wisconsin Procurement Institute (WPI)

▪ May 29, 2020

## **How the CyberSecurity Maturity Model Certification (CMMC) Will Impact Your Business**

[CLICK HERE](#) for additional information

presented by Marc Violante, Wisconsin Procurement Institute (WPI)

**...More at [wispro.org/events](https://wispro.org/events)**

# 14TH ANNUAL WISCONSIN GOVERNMENT BUSINESS OPPORTUNITIES CONFERENCE (GOBC)

June 24 - June 25

## Details

Start:  
June 24

End:  
June 25

Event Categories:  
Conference, WPI Events

## Organizer

Hilary DeBlois

Phone:  
(414) 688-3882

Email:  
hilaryd@wispro.org

Save the Date for the 14th Annual Wisconsin Government Business Opportunities Conference (GOBC) in partnership with Volk Field ANG and Fort McCoy, June 24 and 25th, 2020.

## Venue

Volk Field Air National Guard Base  
100 Independence Drive, Building 475  
Camp Douglas, WI 54618 United States + [Google Map](#)



# A CRITICAL NOTICE FROM WPI

- If you are a current **FEDERAL / DOD CONTRACTOR** or **SUBCONTRACTOR** – you may have **CYBER – DATA SECURITY REQUIREMENTS** in your contract.
- If you are responding to any **CURRENT FEDERAL SOLICITATIONS** - be aware of your obligations:
  - Key clauses are 52.204-21, 252.204-7008 and 252.204-7012
  - Review for other possible requirements
- If you are a **DOD CONTRACTOR** or **SUBCONTRACTOR** – you will have new **CYBER COMPLIANCE – CERTIFICATION REQUIREMENTS** that may impact your business as early as the end of this calendar year.
  - See: <https://www.acq.osd.mil/cmmc> and <https://www.cmmcab.org> for more up to date information.
  - *Contact Marc Violante at WPI - [marcv@wispro.org](mailto:marcv@wispro.org) or 920-456-9990*

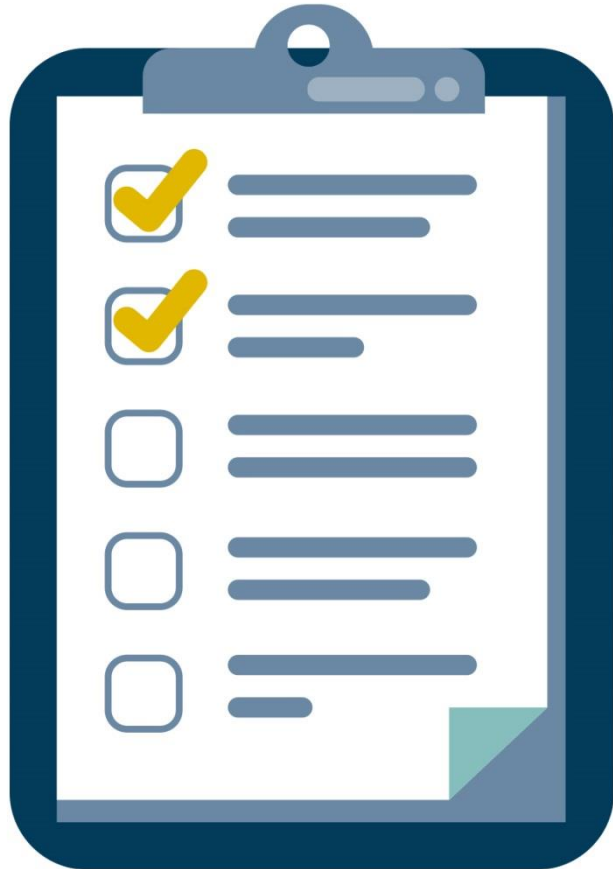
# QUESTIONS?



# Q&A

- Q: List of Acronyms
- A: [https://camphill.leidos.com/code\\_lookup.nsf/codecheck](https://camphill.leidos.com/code_lookup.nsf/codecheck)
- Q: *Finding specifications*
- A: <https://quicksearch.dla.mil/qsSearch.aspx>

# SURVEY



# CONTINUING PROFESSIONAL EDUCATION



CPE Certificate available, please contact:

**Benjamin Blanc**

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

# PRESENTED BY

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