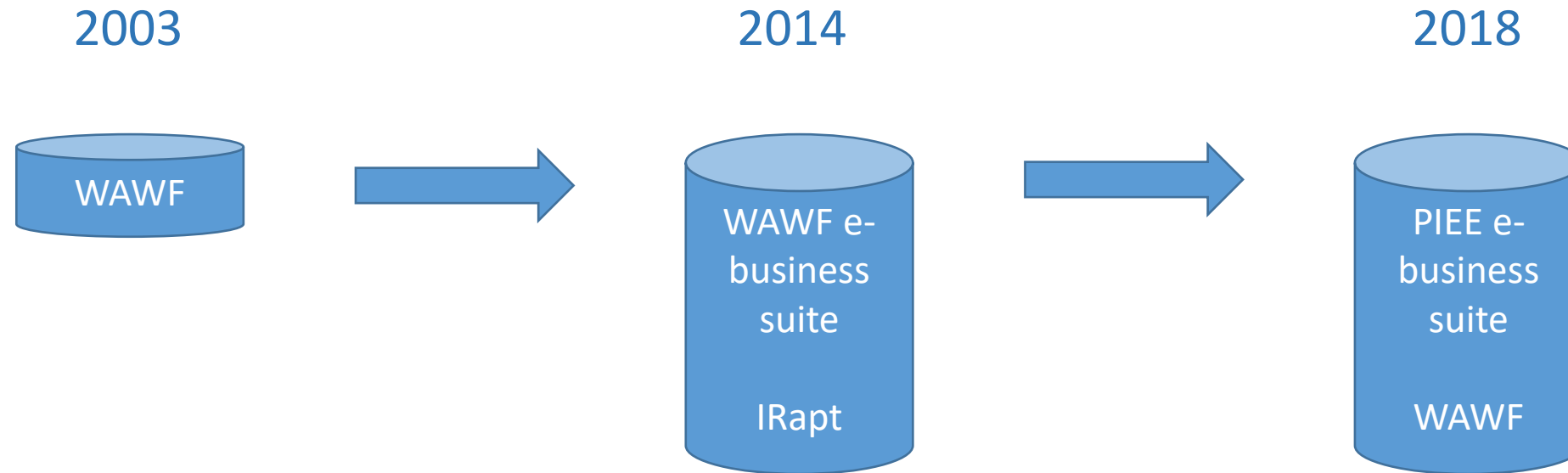


WHAT WE WILL COVER TODAY

- What is PIEE
- What is WAWF
- Keeping up with PIEE and WAWF
- 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?



WHAT IS PIEE?

The Procurement Integrated Enterprise Environment (PIEE) is the primary enterprise procure-to-pay (P2P) application for the Department of Defense and its supporting agencies.

WHAT IS PIEE?

The specific capabilities, formerly managed as standalone systems, include many DoD and Federal enterprise capabilities.

such as

Wide Area Workflow (WAWF),

Electronic Data Access (EDA),

Clause Logic Service (CLS),

Contracting Officer Representative Tracking (CORT) Tool,

and National Industrial Security Program (NISP) Contract Classification System (NCCS).

There are upwards of 20 unique capabilities managed under PIEE

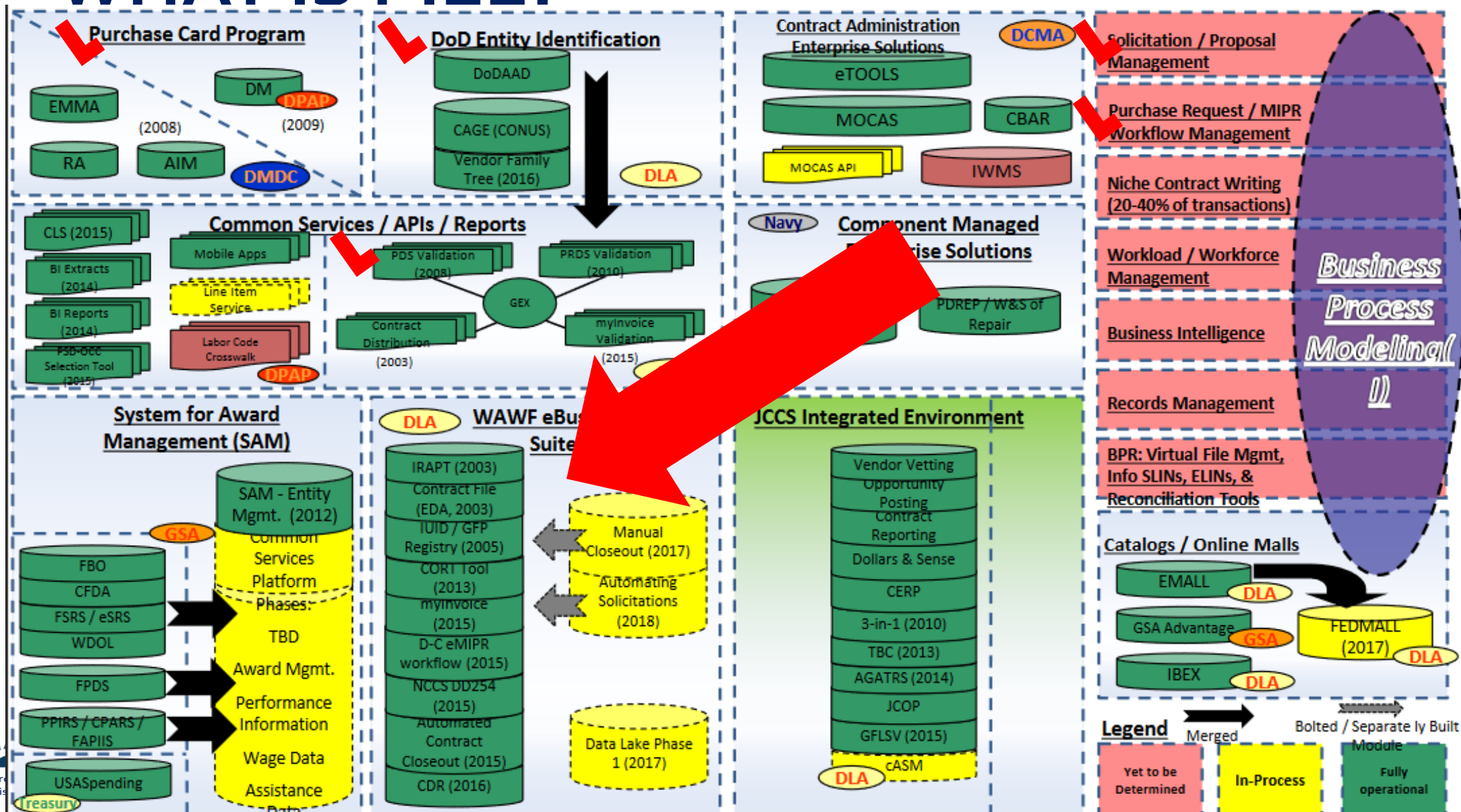
WHAT IS PLEE?



WHAT IS PIEE?

- The Procurement Integrated Enterprise Environment (PIEE) is the DoD and Federal one-stop-shop for procurement capabilities.
- The PIEE is now 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?

6.5.0 – March 2020



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?

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 WAWF

WHAT IS WAWF?

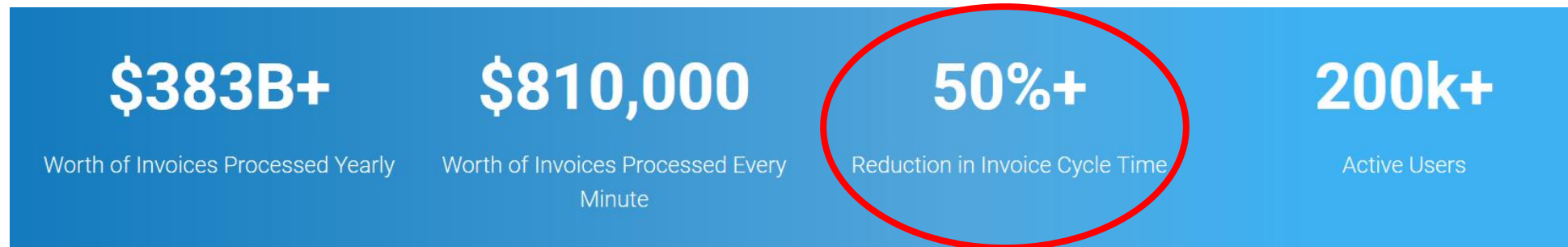
- WAWF stands for Wide Area Work Flow
- The Department of Defense (DoD) initiated WAWF to eliminate paper transactions from the acquisition process

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

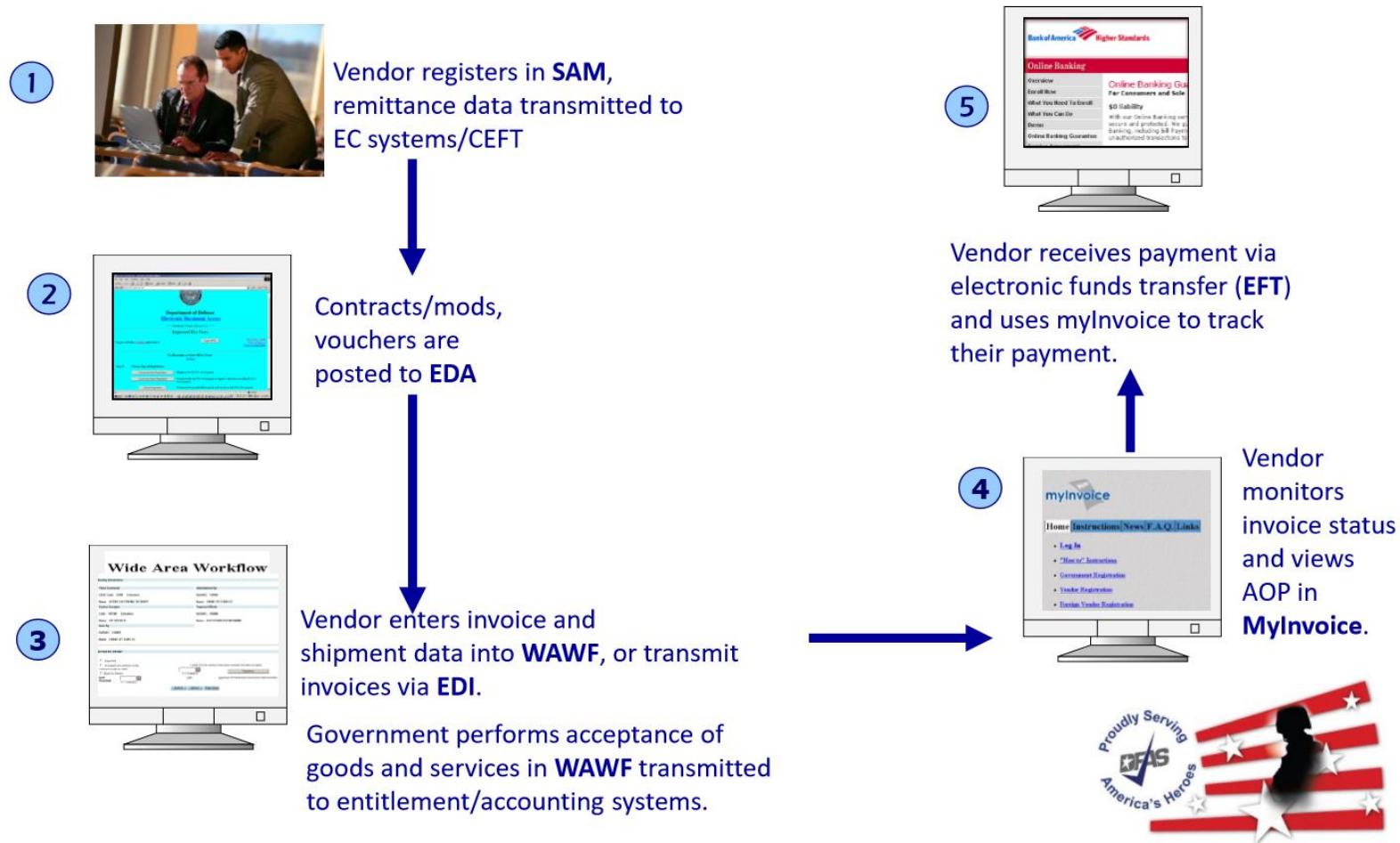
WHAT IS WAWF?

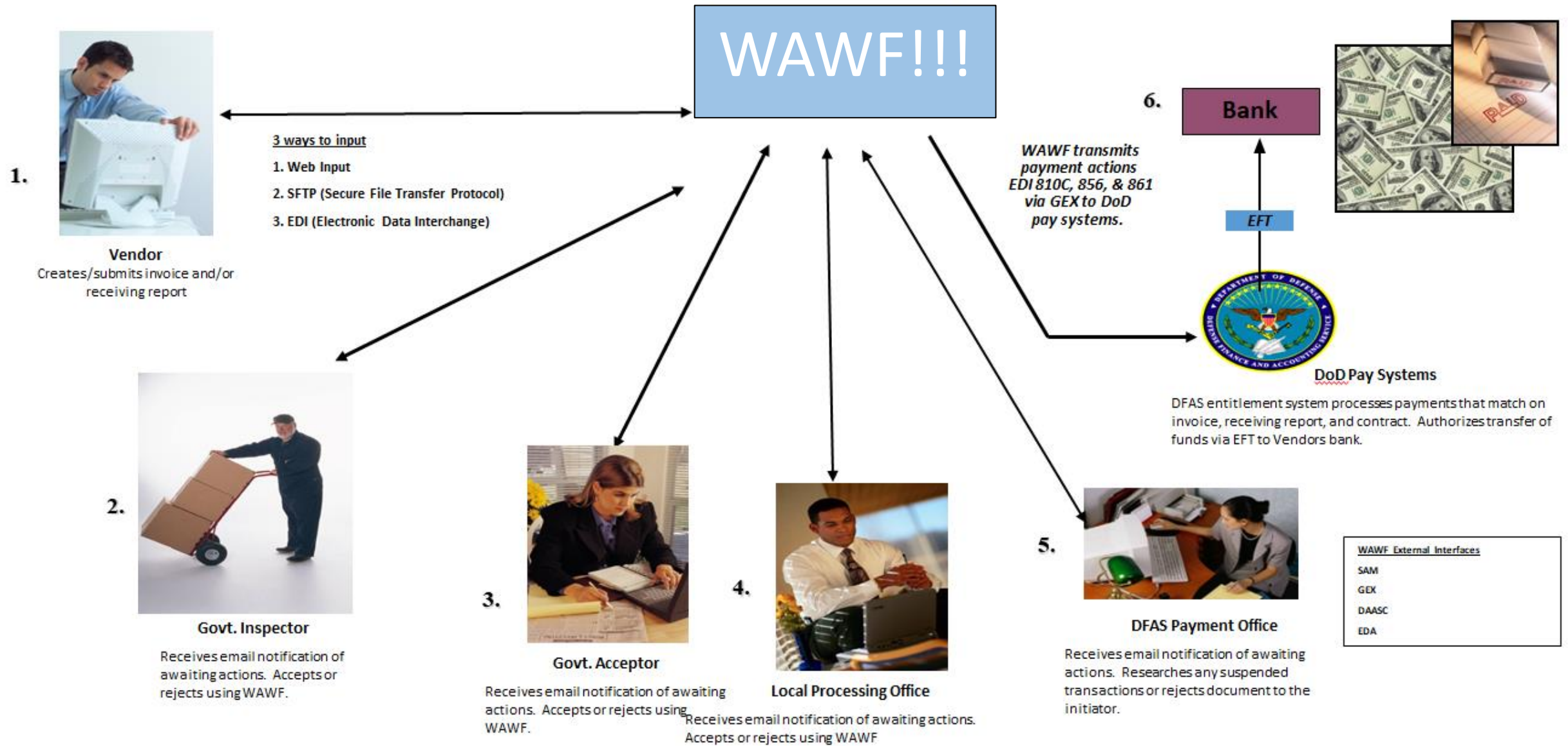
- Next, the Goods or Services are Inspected and Accepted by the Government
 - Government entity that requested goods or services inspects and accepts in WAWF
 - May involve more than one person and multiple locations
 - Acceptance generates a signed Receiving Report confirming inspection and acceptance

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

WHAT IS WAWF?





WHAT ARE WAWF EXCEPTIONS

(DFARS 232.7002 POLICY – REVISED DECEMBER 21, 2018)

- (a) Payment requests and receiving reports are required to be submitted in electronic form, except for—
 - (1) Classified contracts or purchases when electronic submission and processing of payment requests and receiving reports could compromise the safeguarding of classified information or national security;
 - (2) Cases in which contractor submission of electronic payment requests and receiving reports is not feasible (e.g., when contract performance is in an environment where internet connectivity is not available);
 - (3) Cases in which DoD is unable to receive payment requests or provide acceptance in electronic form;
 - (4) Cases in which the contractor has requested permission in writing to submit payment requests and receiving reports by nonelectronic means, and the contracting officer has provided instructions for a temporary alternative method of submission of payment requests and receiving reports in the contract administration data section of the contract or task or delivery order (e.g., section G, an addendum to FAR 52.212-4, or applicable clause); and
 - (5) When the Governmentwide commercial purchase card is used as the method of payment, in which case only submission of the receiving report in electronic form is required.
- (b)(1) The only acceptable electronic form for submission of payment requests and receiving reports is Wide Area WorkFlow (WAWF) (<https://wawf.eb.mil/>), except as follows:
 - (i) For payment of commercial transportation services provided under a Government rate tender, contract, or task or delivery order for transportation services, the use of a DoD-approved electronic third party payment system or other exempted vendor payment/invoicing system (e.g., PowerTrack, Transportation Financial Management System, and Cargo and Billing System) is permitted.
 - (ii) For submitting and processing payment requests and receiving reports for contracts or task or delivery orders for rendered health care services, the use of TRICARE Encounter Data System as the electronic form is permitted.
- (2) Facsimile, email, and scanned documents are not acceptable electronic forms of payment requests or receiving reports

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 SET ASIDE: % FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> 8(a) NAICS: SIZE STANDARD:	11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE <input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING 14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP
FLEET AND INDUSTRIAL SUPPLY CENTER 937 N HARBOR DRIVE San Diego, CA 92132-0008		15. DELIVER TO NADEP North Island San Diego, CA 92135-7050		16. ADMINISTERED BY SEE BLOCK 9	12. DISCOUNT TERMS
17a. CONTRACTOR/OFFEROR CODE		1M3W0	FACILITY CODE	18a. PAYMENT WILL BE MADE BY DFAS SAN DIEGO CA 9123-1848	CODE
CACI CHANTILLI VA 22204-1234		TELEPHONE NO.		CODE	
				N68688	

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 and 252.232-7006

Must contain Invoicing Instructions that instructs the contractor.....to submit invoices via I-rapt/WAWF: new clause 252.232-7006

- 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

DD Form 1155 (SUPPLIES AND SERVICES)

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

DD FORM 1155, JAN 1998 (EG) PREVIOUS EDITION MAY BE USED. Designed using Perform Pro, WHS/DIOR, Jan 98

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 (Dec 2018) and 252.232.7006

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.)

WPI Wisconsin Procurement Institute
A Procurement Technical Assistance Center

Issue by DoDDAC: Block 9

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30				1. REQUISITION NUMBER	PAGE 1 OF
2. CONTRACT NO.	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)
9. ISSUED BY			10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET ASIDE: _____ % FOR: _____		
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE			12. DISCOUNT TERMS		
15. DELIVER TO			16. ADMINISTERED BY		
17a. CONTRACTOR/ OFFEROR			18a. PAYMENT WILL BE MADE BY		
TELEPHONE NO.			17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		
19. ITEM NO.			20. SCHEDULE OF SUPPLIES/SERVICES		
21. QUANTITY			22. UNIT		
23. UNIT PRICE			24. AMOUNT		
25. ACCOUNTING AND APPROPRIATION DATA			26. TOTAL AWARD AMOUNT (For Govt. Use Only)		
27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA			27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED. ADDENDA		
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND			29. AWARD OF CONTRACT: REF. _____ OFFER DATED _____ YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:		
30a. SIGNATURE OF OFFEROR/CONTRACTOR			31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)		
30b. NAME AND TITLE OF SIGNER (Type or print)			31b. NAME OF CONTRACTING OFFICER (Type or print)		
30c. DATE SIGNED			31c. DATE SIGNED		

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION IS NOT USABLE

STANDARD FORM 1449 (REV. 2/2012)
Prescribed by GSA - FAR (48 CFR) 53.212

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 252.232.7003 (Dec 2018) and 252.232.7006

WHERE IS MY CONTRACT INFORMATION

[252.232-7006](#) WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (DEC 2018)

(a) *Definitions.* As used in this clause—

“Department of Defense Activity Address Code (DoDAAC)” is a six position code that uniquely identifies a unit, activity, or organization.

“Document type” means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

“Local processing office (LPO)” is the office responsible for payment certification when payment certification is done external to the entitlement system.

“Payment request” and “receiving report” are defined in the clause at [252.232-7003](#), Electronic Submission of Payment Requests and Receiving Reports.

(b) *Electronic invoicing.* The WAWF system provides the method to electronically process vendor payment requests and receiving reports, as authorized by Defense Federal Acquisition Regulation Supplement (DFARS) [252.232-7003](#), Electronic Submission of Payment Requests and Receiving Reports.

(c) *WAWF access.* To access WAWF, the Contractor shall—

(1) Have a designated electronic business point of contact in the System for Award Management at <https://www.sam.gov>; and

(2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this web site.

(d) *WAWF training.* The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the “Web Based Training” link on the WAWF home page at <https://wawf.eb.mil/>

(e) *WAWF methods of document submission.* Document submissions may be via web entry, Electronic Data Interchange, or File Transfer Protocol.

(f) *WAWF payment instructions.* The Contractor shall use the following information when submitting payment requests and receiving reports in WAWF for this contract or task or delivery order:

WHERE IS MY CONTRACT INFORMATION

(1) *Document type.* The Contractor shall submit payment requests using the following document type(s):

(i) For cost-type line items, including labor-hour or time-and-materials, submit a cost voucher.

(ii) For fixed price line items—

(A) That require shipment of a deliverable, submit the invoice and receiving report specified by the Contracting Officer. _____

(Contracting Officer: Insert applicable invoice and receiving report document type(s) for fixed price line items that require shipment of a deliverable.)

(B) For services that do not require shipment of a deliverable, submit either the Invoice 2in1, which meets the requirements for the invoice and receiving report, or the applicable invoice and receiving report, as specified by the Contracting Officer.

(Contracting Officer: Insert either “Invoice 2in1” or the applicable invoice and receiving report document type(s) for fixed price line items for services.)

(iii) For customary progress payments based on costs incurred, submit a progress payment request.

(iv) For performance based payments, submit a performance based payment request.

(v) For commercial item financing, submit a commercial item financing request.

(2)) Fast Pay requests are only permitted when Federal Acquisition Regulation (FAR) 52.213-1 is included in the contract.

(f) *[Note: The Contractor may use a WAWF “combo” document type to create some combinations of invoice and receiving report in one step.]*

(3) *Document routing.* The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

WHERE IS MY CONTRACT INFORMATION

Routing Data Table*

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

(*Contracting Officer: Insert applicable DoDAAC information. If multiple ship to/acceptance locations apply, insert “See Schedule” or “Not applicable.”)

(**Contracting Officer: If the contract provides for progress payments or performance-based payments, insert the DoDAAC for the contract administration office assigned the functions 42.302(a)(13).)

(4) *Payment request.* The Contractor shall ensure a payment request includes documentation appropriate to the type of payment request in accordance with the payment clause, contract financing clause, or Federal Acquisition Regulation 52.216-7, Allowable Cost and Payment, as applicable.

(5) *Receiving report.* The Contractor shall ensure a receiving report meets the requirements of DFARS Appendix F.

(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.

(Contracting Officer: Insert applicable information or “Not applicable.”)

(2) Contact the WAWF helpdesk at 866-618-5988, if assistance is needed.

KEEPING UP WITH PIEE AND WAWF

Updates are found under:

The screenshot shows a web browser window with the URL <https://wawf.eb.mil/piee-landing/#features-piee>. The page header includes the text "An official website of the United States government." and the PIEE logo (Procurement Integrated Enterprise Environment). The navigation menu contains links for ABOUT, FEATURES, CAPABILITIES, HELP, and CONTACT. The main content area is divided into three columns: ABOUT, SUPPORT, and GET STARTED. The SUPPORT column is highlighted with a blue arrow pointing to it from the right. The SUPPORT column lists the following items: Documentation, Glossary, Lookup Tables, Solicitation Search, Purpose Code Management, WAWF Users Manual, PIEE Role Matrix, Government Customer Support, and Vendor Customer Support. The GET STARTED column lists: Log In, Register, Machine Setup Instructions, Get Started – Vendors, Get Started – Government, Get Started – Contractors, Get Started – Prospective Federal Interface, and Partners. A green button labeled "VIEW SYSTEM MESSAGES" is located at the bottom right of the page.

→ ↻ 🏠 <https://wawf.eb.mil/piee-landing/#features-piee>

An official website of the United States government.

PIEE
Procurement Integrated
Enterprise Environment

ABOUT **FEATURES** **CAPABILITIES** **HELP** **CONTACT**

ABOUT

- PIEE Overview
- PIEE Latest Enhancements - docx
- Procure to Pay Summary

SUPPORT

- Documentation
- Glossary
- Lookup Tables
- Solicitation Search
- Purpose Code Management
- WAWF Users Manual
- PIEE Role Matrix
- Government Customer Support
- Vendor Customer Support

GET STARTED

- Log In
- Register
- Machine Setup Instructions
- Get Started – Vendors
- Get Started – Government
- Get Started – Contractors
- Get Started – Prospective Federal Interface
- Partners

VIEW SYSTEM MESSAGES

Updates are found under:

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

The screenshot displays the WAWF help page with a dark blue header. The header contains the **PIEE** logo (Procurement Integrated Enterprise Environment) and the version number **6.5.0**. Below the header is a light gray bar with the text "New User Information and Help". The main content area is divided into four columns:

- New User**
 - Setup**
 - Machine Setup
- Training**
 - Training
 - Web Based Training
- 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
- 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

A red oval highlights the "PIEE Enhancements By Release" link in the "Help - System Information" column.

WHAT IS NEW?

1	PROCUREMENT INTEGRATED ENTERPRISE ENVIRONMENT VERSION 6.5.0 (PRODUCTION MARCH 2020).....	1
1.1	ECP1092 – “Reduce Limitations on Corrected Receiving Reports for MOCAS Pay DoDAACs”	1
1.2	EPC1093 – “Modify and Add Functionality to Credit Invoices	1
1.3	ECP1116 – “CDR Retrieving Names”	1
1.4	ECP1201 – “GPC Oversight – PCOM Phase 2”	2
1.5	ECP1206 – "Standardized DD Form 254 Interface V3"	2
1.6	ECP1214 – "Improve WAWF Processing"	2
1.7	ECP1239 – “Contract Administration DoDAAC Selection Phase 3”	3
1.8	ECP1249 – “GAM Span of Control”	4
1.9	ECP1253 – “Modernizing the Common Access Card”	4
1.10	ECP1256 – “Update SF44 Schema for EDA”	5
1.11	ECP1258 – “Procurement Data Standard”	5
1.12	ECP1259 – “Contractor Submission SSO”	5
1.13	ECP1260 – “3N1 SSO”	6
1.14	ECP1262 – “Additional SPRS SSO Roles”	7
1.15	ECP1265 – “JAM and SPM Update to Smart Forms”	8

WHAT IS NEW?

WAWF E-BUSINESS SUITE VERSION 6.5.0 – March 2020

ECP1214 – "Improve WAWF Processing"

Majority of our contracts at Hanscom AFB are assigned to one of two DODAACS, although some contracts still use older DODAACS that most acceptors normally don't monitor.

With close to 2,500 Hanscom contracts eligible to have invoices in WAWF, the list of invoices sharing the same DODAAC is abundant; consequently, invoices can be overlooked. While DFARS clause 252.232-7006 requires an email address for notification purposes when the contractor submits an invoice, this does not always work properly. Late payments are systemic throughout the Air Force and DOD.

This fiscal year through July 2018, the Air Force alone is responsible for \$239,554.36 in late payments fees. Implementation of this ECP will reduce late payment fees.


WHAT IS NEW?

WAWF E-BUSINESS SUITE VERSION 6.5.0 – March 2020

Current functionality limits the Acceptor to searching for documents within a single registered DoDAAC. The solution will provide the capability to search across all registered DODAACs using a single query and retrieve all documents for the DoDAACs the Acceptor has access to. CACI will modify the current Government Acceptance Folder Search Criteria Page functionality to allow the Acceptor to establish a favorite list of search queries which can be run with a single click or accessed within the Acceptance Folder.

A dashboard will be created for each user where their favorites (list of queries) will be automatically displayed on the Government Messages page when the Acceptor logs in to WAWF. Users will be provided with the ability to maintain their list of favorites and share them with other users.

UPDATES CAN BE FOUND UNDER THE TRAINING SITE AS WELL



PIEE
Procurement Integrated
Enterprise Environment
6.5

Welcome to the Procurement Integrated Enterprise Environment - Web Based Training (WBT)

Requirements

eMIPR

Award

CLS

Solicitation

SAM

SPRS

PALT & Protest Tracker

CON-IT

Post Award Admin

SPM

CSP

CCM

CDR

EDA

Payment

WAWF

myInvoice

CEDMS Vouchers

3in1 Next Generation

Property Management

GFP

IUID

PIEE History

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

Training Site

- Training Site Instructions
- PIEE Training Site

WPI
Wisconsin
Procurement
Institute
A Procurement Technical
Assistance Center

6/1/2020

39

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).

<https://wawf.eb.mil/documentation/CAM-VendorAppointmentLetter.pdf>

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.


VENDOR “10 STEP PROGRAM FOR GETTING STARTED IN PIEE”

Agency Name	System Name	Agency Primary Email	Commercial Telephone
Ogden Help Desk	WAWF	disa.global.servicedesk.mbx.eb-ticket-requests@mail.mil	866-618-5988, 801-605-7095

USING THE TRAINING SITE

[→](#) [↶](#) [🏠](#) [🔒](#) <https://wawf.eb.mil/piee-landing/#features-piee>

 An official website of the United States government.

**PIEE**
Procurement Integrated
Enterprise Environment

ABOUTFEATURESCAPABILITIESHELPCONTACT

ABOUT

- PIEE Overview
- PIEE Latest Enhancements - docx
- Procure to Pay Summary

SUPPORT


- Documentation
- Glossary
- Lookup Tables
- Solicitation Search
- Purpose Code Management
- WAWF Users Manual
- PIEE Role Matrix
- Government Customer Support
- Vendor Customer Support

GET STARTED

- Log In
- Register
- Machine Setup Instructions
- Get Started – Vendors
- Get Started – Government
- Get Started – Contractors
- Get Started – Prospective Federal Interfa
- Partners

VIEW SYSTEM MESSAGES

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



6.5.0 *Procurement Integrated Enterprise Environment*

New User Information and Help

New User


Setup

- Machine Setup

Training

Training

- Web Based Training





6.5

PIEE
Procurement Integrated
Enterprise Environment

Welcome to the Procurement Integrated Enterprise Environment - Web Based Training (WBT)

Requirements



Award



Post Award Admin



Payment



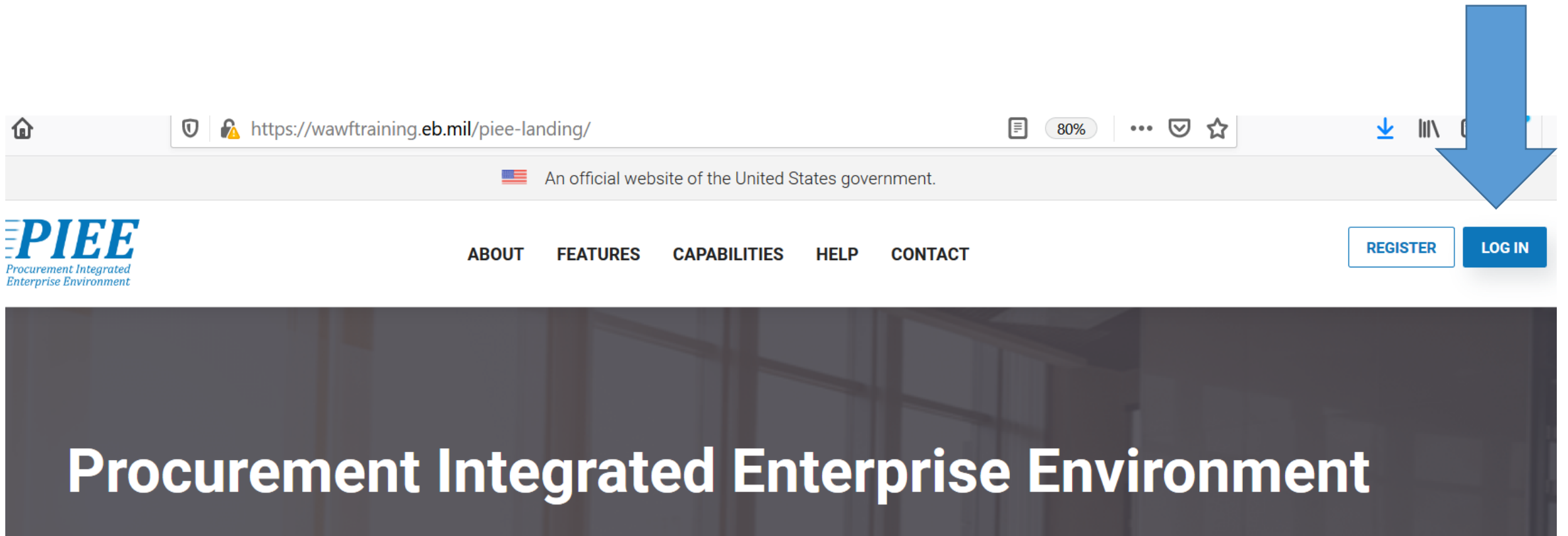
Property Management Support

PIEE History

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

Training Site

- Training Site Instructions
- **PIEE Training Site**



USING THE TRAINING SITE

Before going live look at the resources:

<https://wawftraining.eb.mil/wbt/xhtml/wbt/wawf/index.xhtml>



Software User's Manual (SUM)

SUM - Info for all Users

- Overview
- Acceptable Characters
- Document Types Overview
- Electronic Notification Email
- Email Flow by Document Type
- Roles and Functions Matrix
- Multi-Level Security
- Separation of Duties
- User Maintenance

SUM - Detailed Document Information

- Archive Requirements
- Attachments
- Contract Data Requirement List (CDRL) Attachments
- Creating Pack Data (RFID)
- Contract Lists (PDF)
- Document Status
- EDA Pre-Pop

Vendor11
WAWFo331welcome#1

Welcome Back.

Log in to your account with a Common Access Card (CAC), Personal Identity Verification (PIV) certificate or User ID.

Log in with Certificate

DoD users must use the Identity Certificate and not any of three remaining certificates on the CAC / PIV.

LOG IN WITH CAC / PIVCAC

Need help with your account?

Your Account Administrator can help you view or edit profile information, reset a password or certificate, activate or deactivate users, manage group structures, administer location codes, or look up group names.

Log in with User ID

Vendor ID

Password

CAPTCHA Image

998402

 AUDIO

 RELOAD

Enter in text in image above.

998402

USING THE TRAINING SITE

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

- Contract: Noo10415PBE23
- Pay DoDAAC: HQ0337
- Issue by: Noo104
- Admin by: S4306A
- Inspect by Noo104
- Ship to: Noo104

Vendor11
WAWFo331welcome#1

WAWF STATUS

WAWF Status	Location / Comments
Accepted	<ul style="list-style-type: none"> • Certifier's folder (if in the workflow) or in the Pay Office
Approved	<ul style="list-style-type: none"> • Certifier's folder (if in the workflow) or in the Pay Office
Certified	<ul style="list-style-type: none"> • Pay Office
Correction Required	<ul style="list-style-type: none"> • Inspector makes Receiving Report available for correction
Hold	<ul style="list-style-type: none"> • On Hold within a government user's folder
In Process	<ul style="list-style-type: none"> • Was Reviewed by a Reviewer • Approver's folder

WAWF Status	Location / Comments
Inspected	<ul style="list-style-type: none"> • For Source/Source workflow - was forwarded to Pay Office unless an LPO is in the workflow • For Source/ Destination or Destination/ Destination - was forwarded to the Acceptor • For Cost Voucher – document was provisionally accepted by the DCAA Auditor and has been forwarded to the Pay Office unless an LPO is in the workflow
Navy - In Process	<ul style="list-style-type: none"> • Extracts sent to the Navy Logistics systems. This follows normal document workflow

WAWF STATUS

WAWF Status	Location / Comments
Paid	<ul style="list-style-type: none"> Status is an active link to the Historical Payment Information. Clicking on this status displays the information relevant to the actual payment, i.e., Disbursing Station Symbol Number, Voucher Number, and Amount of Payment
Pre-Certified	<ul style="list-style-type: none"> Local Processing Office
Pre-Inspected	<ul style="list-style-type: none"> For NAVCON Invoice - available in the Inspector's Inspection folder

WAWF Status	Location / Comments
Recall Available	<ul style="list-style-type: none"> Pay Official made a document available for recall by the previous workflow user
Rejected	<ul style="list-style-type: none"> Sent back to the Initiator by the Government
Resubmitted	<ul style="list-style-type: none"> Corrected by the Initiator and resubmitted for action (only seen following a rejection by the Government)

WAWF STATUS

WAWF Status	Location / Comments
Reviewed	<ul style="list-style-type: none"> Reviewed by a Pay Clerk Remains in Pay Office awaiting Processing
Submitted	<ul style="list-style-type: none"> Created by Vendor and is awaiting initial government action RR which was created by the government and is awaiting initial government action
Suspended	<ul style="list-style-type: none"> Pay Office Did not successfully interface into entitlement system

WAWF Status	Location / Comments
Void	<ul style="list-style-type: none"> An Invoice may only be voided after an LPO or Payment Official has rejected it
Processed	<ul style="list-style-type: none"> Acknowledgement from entitlement system that transaction successfully interfaced Extracted from WAWF for entitlement systems w/out acknowledgement functionality
Extracted	<ul style="list-style-type: none"> Transaction extracted from WAWF, awaiting electronic response from entitlement system

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



6.5.0 Procurement Integrated Enterprise Environment

My Account

Administration

Help

User : Vendor Tester

Logout

Last Successful Logon Date: 2020/05/19 15:00:51 GMT

Last Unsuccessful Logon Attempt: 2020/05/08 16:23:38 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

Operational Support



Purpose Code Management

Other



Web Based Training

WPI Wisconsin
Procurement
Institute
A Procurement Technical
Assistance Center

6/1/2020

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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

MY INVOICE

[myInvoice](#) [Reports](#) [Info](#) [Preferences](#) [Tax Statements](#) [Exit](#)

Preferences

Send Advice of Payments *

Yes

Theme *

Sapphire

* Save

i Help

MY INVOICE

- Top 10 reasons DLA payments are delayed
 - 10 Not packaged in the Quantity Unit Pack specified in the contracts
 - 9 Electrostatic Sensitive Material shipped in not conforming packaging
 - 8 Non Conformance to wood packing material requirements
 - 7 Material Received not Packaged to the requirement specified in the contract
 - 6 Shipping documents missing, incomplete or illegible
 - 5 Missing Bare item markings
 - 4 Shipping Material before DCMA Q&R acceptance (Inspection @origin)
 - 3 Shelf life marking incomplete or incorrect
 - 2 Labels missing or missing required elements
 - 1 NO INVOICE IN WAWF!!!

CUSTOMER SUPPORT

PIEE CUSTOMER SUPPORT

Agency Name	System Name	Agency Primary Email	Commercial Telephone
Ogden Help Desk	WAWF	disa.global.servicedesk.mbx.eb-ticket-requests@mail.mil	866-618-5988, 801-605-7095