

Acquisition Hour

# Federal Invoicing: PIEE / Wide Area Workflow

July 23 | Noon – 1:00 pm

Presented by:  
Ben Blanc, Wisconsin Procurement Institute





*An APEX Accelerator*

*Assisting Wisconsin businesses compete in the government marketplace.*

## **WPI is Wisconsin's APEX ACCELERATOR**

The APEX Accelerators program, under management of the Department of Defense (DOD) Office of Small Business Programs (OSBP), plays a critical role in the Department's efforts to identify and engage with a wide range of businesses entering and participating in the defense supply-chain. The program provides the education and training that all businesses need to participate to become capable of participating in DOD and other government contracts.

## **WPI provides services and training to all of Wisconsin's 72 counties**

- Individual counseling at our offices, client's facility or virtually
- Small group training – webinars and workshops including Acquisition Hours, Cyber Fridays, Evening FAR sessions, Federal Market Insights and Local Government Sales Opportunities
- Conferences the Governors Marketplace, The Contracting Academy (TCA), WEDCs Small Business Academy, Wisconsin Federal Contractor Forum [DC and in-state], Government Opportunities Business Conference GOBC) with WI military bases, End of Year Federal Contractor Update, Annual DOD Contract Management Update, and more.....

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

# WPI OFFICE LOCATIONS

- **MILWAUKEE**

- *Technology Innovation Center*

- **MADISON**

- *FEED Kitchens*
- *Dane County Latino Chamber of Commerce*
- *Wisconsin Manufacturing Extension Partnership (WMEP)*
- *Madison Area Technical College (MATC)*

- **CAMP DOUGLAS**

- *Juneau County Economic Development Corporation (JCEDC)*

- **EAU CLAIRE**

- *Western Dairyland*

- **FOND DU LAC**

- *Envision Greater Fond du Lac*

- **GREEN BAY**

- *NWTC Startup Hub*

- **LACROSSE**

- *Veterans in Professions*

- **MANITOWOC**

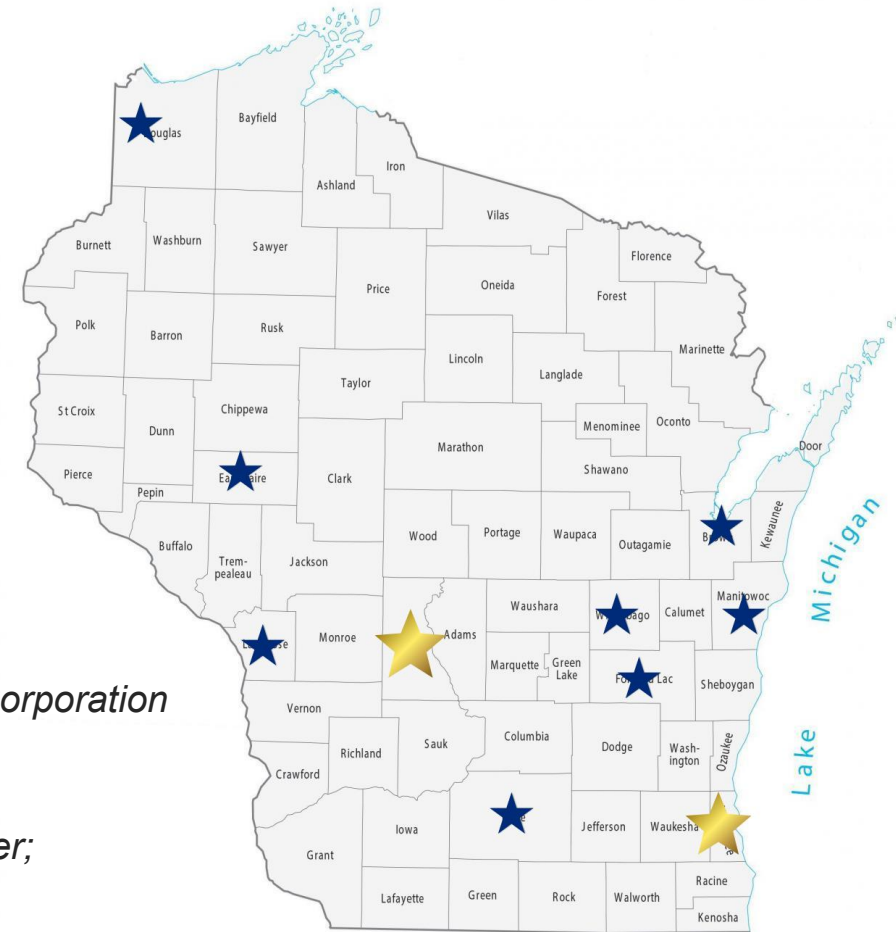
- *Progress Lakeshore*

- **OSHKOSH**

- *Greater Oshkosh Economic Development Corporation*

- **SUPERIOR**

- *Small Business Dev Center; UW Superior*





UPCOMING EVENTS

- APR 1:00 pm - 2:00 pm  
**16** Acquisition Hour: SAM.gov – Tools for Contracting
- APR 9:00 am - 12:00 pm  
**24** Government Certification Workshop – State Certifications – Madison, WI
- APR 12:00 pm - 1:00 pm  
**24** Acquisition Hour: Overview of the Contractor Performance Assessment Reporting System (CPARS)
- APR April 30, 2024 - May 3, 2024  
**30** Lieutenant Governor's Small Business Academy
- MAY 8:00 am - 4:00 pm  
**16** 10th Annual DoD Contract Management Update — Appleton, WI

# What is PLEE

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

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

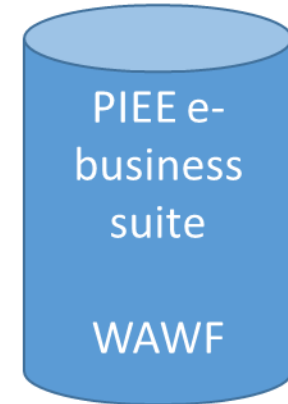
2003



2014



2018



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

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

Requirements  
eMIPR

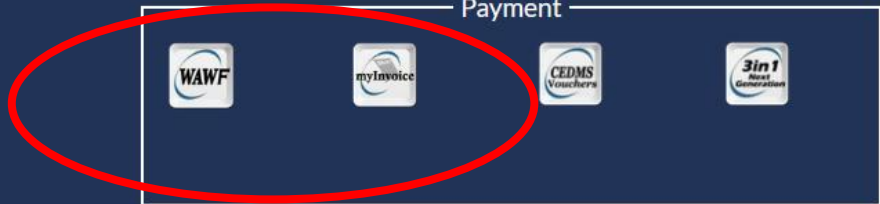
Award



Post Award Admin



Payment



Property Management



Operational Support



Purchase Card



Other





# PIEE

7.3.5 Procurement Integrated Enterprise Environment

## PIEE History

- [PIEE Enhancements By Release \(PDF\)](#)

## Table of Contents

**LATEST RELEASE VERSION ..... 1**

**PIEE Version 7.3.4..... 1**

    CCO Enhancements..... 1

    MDO Enhancements..... 1

**2D:** 2D Compliant Flag

<https://pieetraining.eb.mil/wbt/xhtml/wbt/portal/overview/Glossary.xhtml>

**3n1:** Miscellaneous Payments

**3n1 NG:** 3in1 Next Generation

[To the top](#)

**AAA:** Authorization Accounting Activity. One of several field identifiers within the Department of [the budget line referenced. Currently WAWF uses the AAI acronym to identify all Accounting Sta

**Processed:** Status in WAWF. Document has been processed by the Pay Office and is within the Entitlement System. A "Processed" document will be archived after 120 days.  
NOTE: an EDI capable document will display a status of "Processed" after being accepted by the Government.

**DoDAAC:** Department of Defense Activity Address Code. A distinct six-position alphanumeric code assigned to identify specific units, activities, or organizations (DoD 4000.25-6-M).

**Local Processing Office (LPO):** The primary function of the Local Processing Office (LPO) within WAWF is to certify documents prior to the documents being forwarded to DFAS. The LPO function is used by those documents that intended to be processed by the ONE-PAY and CAPS-D payment systems. This government function provides funds certification/administration. In addition to ONE-PAY and CAPS-D payment systems, there are some instances where the IAPS payment system may also request that this processing step be used.

# What is WAWF

- Wide Area Workflow (WAWF): A secure Web-based P/IEE application for electronic invoicing, receipt, and acceptance.
- The WAWF application enables electronic form submission of Invoices, government inspection, and acceptance documents in order to support DoD's goal of moving to a paperless acquisition process. It provides the technology for government contractors and authorized DoD personnel to generate, capture, and process receipt and payment-related documentation.

Deployment Date: July 2003 (Original Deployment) / August 2009 (Tech Refresh)

- Description: To provide a standards-based architecture that allows vendors to submit and track invoices and receiving reports electronically through web entry, File Transfer Protocol (FTP), and Electronic Document Interchange (EDI). WAWF then routes these actions to users and systems throughout DoD to perform required acceptances or approvals and then sends results to financial systems and other interested systems.
- Users: Contracting, Finance, Logistics, Requiring Activity Government Users. Industry Users.

## WAWF Policies:

- 10 USC 4601: Requires invoices and supporting documentation to be processed electronically
- DFARS 252.232-7003: Electronic Submission of Payment Requests and Receiving Reports (Requires electronic submissions)
- DFARS 252.232-7006: WAWF Payment Instructions (Explains how to use WAWF)
- DFARS Appendix F: Material Inspection and Receiving Report (Defines Data requirements for a receiving report)

**\$810,000**

Worth of Invoices Processed Every  
Minute

**50%+**

Reduction in Invoice Cycle Time

**\$500B+**

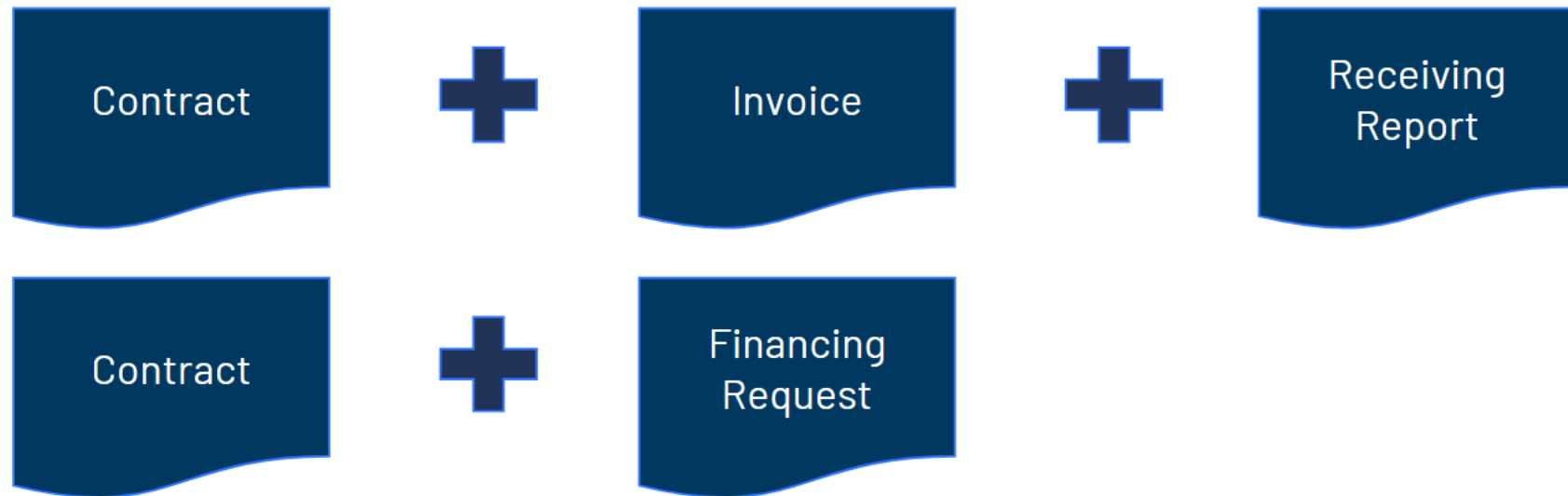
Worth of Invoices Processed Yearly

**500k+**

Active Users

# Documents needed to make a contract payment:

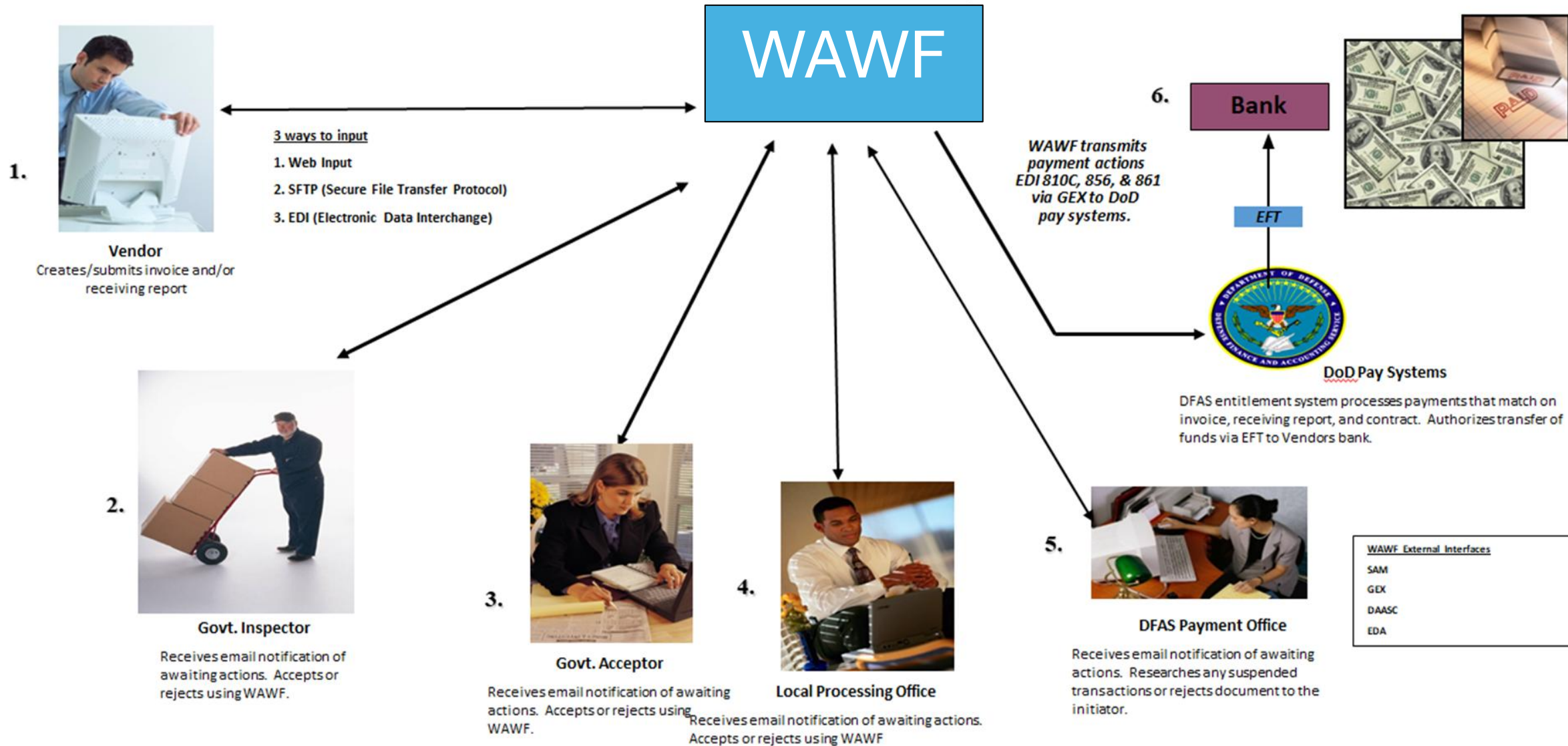
- Contract
- Request for Payment (i.e. Invoice or Financing Request)
- Approval or Evidence of Performance (i.e. Receiving Report)



- 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

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

- 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 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 <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	

# 252.232-7006: WAWF Payment Instructions

- Read the full clause: <https://www.ecfr.gov/current/title-48/chapter-2/subchapter-H/part-252/subpart-252.2/section-252.232-7006>

- Policy Overview: Provides instructions on what document type to use and how to fill out the document:

(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:

(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.)

## 252.232-7006: WAWF Payment Instructions (con't)

(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.

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

Contractors are permitted to use a "combo" but are not required to do so. A standalone receiving report and invoice is acceptable.

The COMBO is a data entry method, not a document type. The Contracting Officer shall **NOT** specify a COMBO. The combo document is not functionally different than a receiving report and invoice. It simply changes the contract data entry method.

# WAWF Vendor - Create Doc Types

- Invoice
- Credit Invoice
- Invoice as 2-in-1 (Services Only)
- Construction Payment Invoice
- Commercial Item Financing
- Performance Based Payment
- Progress Payment
- Receiving Report RR)
- Invoice and RR (Combo)
- Reparables Receiving Report (RRR)
- Invoice and RRR (Combo)
- Cost Voucher
- Non-Procurement Instruments (NPI) Voucher
- Grant Voucher
- Navy Construction/Facilities Management Invoice
- Telecom Invoice (Contractual)
- Telecom Invoice (Non-Contractual)
- Miscellaneous Pay
- Telecom
- Credit Card RR
- IGT RR

## **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**

- 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

ORDER FOR SUPPLIES OR SERVICES										PAGE 1 OF
1. CONTRACT/PURCH ORDER/AGREEMENT NO.		2. DELIVERY ORDER/CALL NO.		3. DATE OF ORDER/CALL (YYYYMMDD)		4. REQUISITION/PURCH REQUEST NO.		5. PRIORITY		
6. ISSUED BY			CODE	7. ADMINISTERED BY (If other than 6)			CODE	8. DELIVERY FOB		
								DESTINATION		
								OTHER		
								(See Schedule if other)		
9. CONTRACTOR			CODE	FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD)		11. X IF BUSINESS IS		
NAME AND ADDRESS								SMALL		
								SMALL DISADVANTAGED		
								WOMEN-OWNED		
						12. DISCOUNT TERMS				
						13. MAIL INVOICES TO THE ADDRESS IN BLOCK				
14. SHIP TO			CODE	15. PAYMENT WILL BE MADE BY			CODE			MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBER IN BLOCK 1 AND 2.
16. TYPE OF ORDER	DELIVERY/ CALL	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.								
	PURCHASE	Reference your _____ furnish the following on terms specified herein.								
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.										
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)	
If this box is marked, supplier must sign Acceptance and return the following number of copies:										
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE										
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES				20. QUANTITY ORDERED/ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT		
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.					24. UNITED STATES OF AMERICA			25. TOTAL		
					BY: _____ CONTRACTING/ORDERING			26. DIFFERENCE		
29. QUANTITY IN COLUMN 20 HAS BEEN					27. SHIP. NO.		28. D.O. VOUCHER NO.		30. INITIALS	
<input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED					PARTIAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
					FINAL					
DATE _____ SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					31. PAYMENT				34. CHECK NUMBER	
38. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.					COMPLETE				35. BILL OF LADING NO.	
DATE _____ SIGNATURE AND TITLE OF CERTIFYING OFFICER					PARTIAL					
					FINAL					
37. RECEIVED AT		38. RECEIVED BY (Print)		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINER		41. I/R ACCOUNT NUMBER		42. I/R VOUCHER NO.

# 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

## Routing Data Table\*

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

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

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

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

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

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

File Edit View Insert Format Tools Table Window Help

Type a question for help

FA4452-08-C-0222

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**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

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

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

(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.

and

# 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 under FAR 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

July 23<sup>rd</sup> 2025

# Updates are found under:

The screenshot shows a web browser at the URL <https://piee.eb.mil>. The browser's address bar includes a lock icon and the text "An official website of the United States government." The website header features the PIEE logo (Procurement Integrated Enterprise Environment) and a navigation menu with links for ABOUT, FEATURES, CAPABILITIES, HELP, and CONTACT. A "REG" button is also visible in the top right corner.

The main content area is a dark grey footer with a blue header bar above it. It is organized into four columns:

- 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
- CONTACT US**
  - Open a Ticket – Vendors
  - Open a Ticket - Government
  - 866-618-5988

## New User

### Setup

- Machine Setup
- New Users

### 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

## Training

### Training





- Web Based Training

### Help - System Information




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

<b>LATEST RELEASE VERSION .....</b>	<b>1</b>
<b>PIEE Version 7.3.4.....</b>	<b>1</b>
CCO Enhancements .....	1
MDO Enhancements.....	1
 <b>PROCUREMENT INTEGRATED ENTERPRISE ENVIRONMENT (PIEE) VERSION</b>	
<b>RELEASES 5.12.1 – CURRENT.....</b>	<b>1</b>
<b>PIEE Version 7.3.3.....</b>	<b>1</b>
GFP and CPAM Enhancements.....	1
<b>PIEE Version 7.3.2.....</b>	<b>2</b>
GFP Enhancements.....	2
AT-AT Enhancements .....	2
<b>PIEE Version 7.3.1.....</b>	<b>3</b>
JAM / SPM Enhancements .....	3
GFP and CPAM Enhancements.....	3
<b>PIEE Version 7.2.5.....</b>	<b>3</b>
EDA Report Updates .....	4
PIEE Solicitation Module Automation Features.....	4
Receiving Report Enhancements – Linear Barcode Integration.....	4
<b>PIEE Version 7.2.4.....</b>	<b>4</b>
EDA Enhancements .....	5
WAWF Enhancements.....	5




### Payment





### Property Management


### Operational Support

### Purchase Card

### Other



Procurement Integrated Enterprise Environment - Web Based Training

**Info for all Users**

<h4 style="margin: 0;">Registration</h4> <ul style="list-style-type: none"> <li>Vendor Registration</li> <li>Government / Government Support Contractor Registration</li> <li>State/Local Employee Registration</li> <li>1102 Job Series Registration (PDF)</li> </ul>	<h4 style="margin: 0;">References</h4> <ul style="list-style-type: none"> <li>PIEE Glossary</li> <li>PIEE Document List</li> <li>PIEE Role List</li> <li>Admin Role List</li> <li>Job Series Role List</li> <li>Vendor and Government Customer Support</li> </ul>	<ul style="list-style-type: none"> <li>FAQ Certificate Modernization</li> <li>Certificates - Digital Signature / Non-Repudiation (PDF)</li> <li>GAM Span of Control by Interest</li> </ul>
--	---	--

**PIEE History**

- PIEE Enhancements By Release (PDF)

**Training Site**

- Training Site Instructions
- PIEE Training Site

# 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.

## Procurement Integrated Enterprise Environment - Web Based Training

### Info for all Users

#### Registration

- Vendor Registration
- Government / Government Support Contractor Registration
- State/Local Employee Registration
- 1102 Job Series Registration (PDF)
- Add/Manage PIEE User Training
- EDA User Registering for Subroles (PDF)
- New User Frequently Asked Questions (FAQ)

#### Support

- User Profile Support
  - User Account Reactivation

#### References

- PIEE Glossary
- PIEE Document List
- PIEE Role List
- Admin Role List
- Job Series Role List
- Vendor and Government Customer Support

- Registration Support
  - Alternate Supervisor Role Approval

- FAQ Certificate Modernization
- Certificates - Digital Signature / Non-Repudiation (PDF)
- GAM Span of Control by Interest

- Logon Support
  - Find My Account Administrator (GAM/GAM)

### PIEE Histo

- PIEE Relea

### Training Si

- Traini
- PIEE

### Quick Link

- Get h Card
- Find I
- Reset
- Find I
- GAM Intere

Every Vendor must register in the Procurement Integrated Enterprise Environment for the specific applications they wish to use.

Note: When registering for the WAWF application, will give the vendor automatic access to the myInvoice application.

To use an application in the Procurement Integrated Enterprise Environment system, you must establish a personal account in the system.

This account is activated by your Government Administrator or the Procurement Integrated Enterprise Environment Customer Support Center.

You will need to take several steps to establish your personal account:

On the PIEE Home Page, click the Help/Training button in the upper right hand corner for steps needed to complete before registering.

1. Complete your Vendor activation requirements (See Vendors Getting Started section on the Help/Training page).
2. Set up your PC to use the applications (See Machine Setup link on the Help/Training page).
3. Self-register as "Vendor" or your Contractor role for your CAGE codes (See the demo below for help with Self Registration).
4. Have your GAM activate your account.

The ROB (Rules of Behavior) User Agreement template is available for download.



[Download ROB](#)

Agency Name	System Name	Agency Primary Email	Commercial Telephone
<a href="#">Ogden Help Desk</a>	WAWF	disa.global.servicedesk.mbx.eb-ticket-requests@mail.mil	866-618-5988, 801-605-7095

# USING THE TRAINING SITE



<p><b>ABOUT</b></p> <ul style="list-style-type: none"><li><a href="#">PIEE Overview</a></li><li><a href="#">PIEE Latest Enhancements - docx</a></li><li><a href="#">Procure to Pay Summary</a></li></ul>	<p><b>SUPPORT</b></p> <ul style="list-style-type: none"><li><a href="#">Documentation</a></li><li><a href="#">Glossary</a></li><li><a href="#">Lookup Tables</a></li><li><a href="#">Solicitation Search</a></li><li><a href="#">Purpose Code Management</a></li><li><a href="#">WAWF Users Manual</a></li><li><a href="#">PIEE Role Matrix</a></li><li><a href="#">Government Customer Support</a></li><li><a href="#">Vendor Customer Support</a></li></ul>	<p><b>GET STARTED</b></p> <ul style="list-style-type: none"><li><a href="#">Log In</a></li><li><a href="#">Register</a></li><li><a href="#">Machine Setup Instructions</a></li><li><a href="#">Get Started – Vendors</a></li><li><a href="#">Get Started – Government</a></li><li><a href="#">Get Started – Contractors</a></li></ul>	<p><b>CONTACT US</b></p> <ul style="list-style-type: none"><li><a href="#">Open a Ticket – Vendors</a></li><li><a href="#">Open a Ticket - Government</a></li><li><a href="#">866-618-5988</a></li></ul>
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## New User Information and Help

### New User

#### Setup

- Machine Setup
- New Users

#### 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

### Training

#### Training

- Web Based Training 

#### Help - System Information

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

#### Help - Lookup Tables

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

Requirements



Award



Post Award Admin



Payment



Operational 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





# Procurement Integrated Enterprise Environment

**Critical! Action Required! THIS IS NOT THE PRODUCTION SYSTEM** (2021-JAN-29 19:37 UTC) System: All, Message For: All Users [READ](#)

Vendor11  
PIEE20welcome#1

# Welcome Back.

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

## Log in with Certificate

DoD users must use the Authentication Certificate if available on the CAC / PIV Card. If the Authentication Certificate is not available, the Identity Certificate may be used.

[LOG IN WITH CAC / PIV CARD](#)

## Log in with User ID

User ID  
Vendor11

Password ●●●●●●●●

Vendor11  
PIEE20welcome#1

- Contract: N0010415PBE23
- Pay DoDAAC: HQ0337
- Issue by: N00104
- Admin by: S4306A
- Inspect by N00104
- Ship to: N00104

<i>Field Name in WAWF</i>	<i>Data to be entered in WAWF</i>
Pay Official DoDAAC	HQ0697
Issue By DoDAAC	W912D1
Admin DoDAAC**	W912D1
Inspect By DoDAAC	W900W5
Service Approver (DoDAAC)	W900W5
Service Acceptor (DoDAAC)	W900W5

- WAWF can be used to create, submit, inspect, accept, certify, or process payment on the following document types.
- NOTE: Combo is a create method NOT a document type.
  - Per 232.252-7006, the government may not require the use of a COMBO. The vendor may choose to use a COMBO or standalone invoice and receiving report

Invoice Type Documents	Receiving Reports Documents
<b>Commercial Invoice</b>	<b>Receiving Report</b>
<b>Invoice Fast Pay</b>	Energy Receiving Report
<b>Commercial Invoice 2N1</b>	Purchase Card Receiving Report
Credit Invoice	Reparable Receiving Report
Energy Commercial Invoice	IGT Receiving Report
Construction Payment Invoice	

Finance and Voucher Documents
<b>Cost Voucher</b>
Commercial Financing
Performance Based Payment
Progress Payment
Grant Voucher
Non-Procurement Instrument (NPI)

# WAWF Documents - Most Popular by Current Statistic

WAWF Document Types	FY 22 Counts
Commercial Invoice	3,170,317
Receiving Report	2,561,002
Commercial Invoice 2N1	567,445
Cost Voucher	335,225

### Vendor - Invoice 2-in-1

[Contract](#) >> [Pay DoDAAC](#) >> [Document](#) >> [Routing](#)

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay DoDAAC

\* = Required Fields, Date = YYYY/MM/DD

Effective Date	Issue By DoDAAC	Admin DoDAAC *	Inspect By DoDAAC / Extension
<input type="text" value="YYYY/MM/DD"/>	<input type="text" value="W1"/>	<input type="text" value="W1"/>	<input type="text"/>

Service Acceptor * / Extension	Ship From Code / Extension	LPO DoDAAC / Extension
<input type="text" value="W"/>	<input type="text"/>	<input type="text"/>

2n1s require the following location codes:

- Issue By DoDAAC
- Admin DoDAAC
- Service Acceptor
- Pay Office DoDAAC

The following codes are optional/ conditional depending on the contract/ shipment:

- Inspect by DoDAAC
- LPO DoDAAC

single \* = Required Fields when saving line item; double \*\* = Required Fields when saving line item, saving draft document, and tabbing.

Item No. **	Product/Service ID *	Product/Service ID Qualifier *	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Qty. Shipped *	Unit of Measure *	Unit Price (\$) *	Amount (\$)
<input type="text"/>	<input type="text" value="Auto Complete"/>	<input type="text"/>	<input type="text"/>
AAI	SDN	ACRN	PR Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
GFE?	Advice Code		
<input type="text" value="N"/>	<input type="text"/>		

Description \*

2n1s require the following details at the line item level:

- Line Item Number
- Product Service ID
- Product Service ID Qualifier
- Quantity Shipped
- Unit of Measure
- Unit Price
- Description

## Create New Document

[Contract](#) >> [Pay DoDAAC](#) >> Document

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay Official	Currency Code
								USD ▼

\* = Required Fields

### Select Document to Create: \*

- Invoice
- Credit Invoice
- Invoice as 2-in-1 (Services Only)
- Construction Payment Invoice
- Commercial Item Financing
- Performance Based Payment
- Progress Payment
- Receiving Report
- Invoice and Receiving Report (Combo)
- Reparables Receiving Report

Receiving Reports will have Inspection and Acceptance points that will be entered in accordance with the specifications in the contract for the line items being shipped.

Inspection:  Acceptance:   From Invoice  FMS

## Vendor - Receiving Report

[Contract](#) >> [Pay DoDAAC](#) >> [Document](#) >> Routing

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Inspection Point	Acceptance Point	Pay DoDAAC
							D	D	

\* = Required Fields, Date = YYYY/MM/DD

Effective Date	Issue By DoDAAC	Admin DoDAAC *	Inspect By DoDAAC / Extension	Mark For Code / Extension
<input type="text" value="2020/03/12"/>	<input type="text" value="W"/>	<input type="text" value="W"/>	<input type="text"/>	<input type="text"/>

Ship To Code * / Extension	Ship From Code / Extension	LPO DoDAAC / Extension	Accept By DoDAAC / Extension
<input type="text" value="W"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="W"/>

Receiving Reports require the following location codes:

- Issue By DoDAAC
- Admin DoDAAC
- Ship To Code
- Pay Office DoDAAC

The following codes are optional/ conditional depending on the contract/ shipment:

- Inspect by DoDAAC
- Mark For Code
- LPO DoDAAC
- Accept By DoDAAC

CLIN/SLIN/ELIN    UID    MILSTRIP    Batch/Lot & Shelf Life

single \* = Required Fields when saving line item; double \*\* = Required Fields when saving line item, saving draft document, and tabbing.

<b>Item No. **</b>	<b>Product/Service ID *</b>	<b>Product/Service ID Qualifier *</b>		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Qty. Shipped *</b>	<b>Unit of Measure *</b>	<b>NSP</b>	<b>Unit Price (\$)</b>	<b>Amount (\$)</b>
<input type="text"/>	<input type="text" value="Auto Complete"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<b>AAI</b>	<b>SDN</b>	<b>ACRN</b>		<b>Project Code</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
<b>Multiple Box Pack Indicator</b>	<b>PR Number</b>	<b>GFE?</b>	<b>Advice Code</b>	
<input type="text" value="N"/>	<input type="text"/>	<input type="text" value="N"/>	<input type="text"/>	

**Special Package Markings / Special Handling Requirements**

- Bulky Article
- Bunker Adjustment - 20 Foot Container
- Bunker Adjustment - 40 Foot Container
- Conductivity/Anti-static Additive
- Documentation - Special
- Electronic Equipment Transfer
- Endorsed as Hazardous Material

Receiving Reports require the following details at the line item level:

- Line Item Number
- Product Service ID
- Product Service ID Qualifier
- Quantity Shipped
- Unit of Measure
- Description

## Vendor - Cost Voucher

[Contract](#) >> [Pay DoDAAC](#) >> [Document](#) >> [Routing](#)

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay DoDAAC

\* = Required Fields, Date = YYYY/MM/DD

Effective Date	Issue By DoDAAC	Admin DoDAAC *	DCAA Auditor DoDAAC * / Extension
<input type="text"/>	<input type="text"/>	<input type="text"/>	HA <input type="text"/>

Service Approver * / Extension	LPO DoDAAC / Extension
<input type="text"/>	<input type="text"/>

Cost Vouchers require the following location codes:

- Issue By DoDAAC
- Admin DoDAAC
- DCAA Auditor DoDAAC
- Service Approver
- Pay Office DoDAAC

The following codes are optional/ conditional depending on the contract/ shipment:

- Inspect by DoDAAC
- LPO DoDAAC

## Vendor - Cost Voucher

CLIN/SLIN

single \* = Required Fields when saving line item; double \*\* = Required Fields when saving line item, saving draft document, and tabbing.

Item No. **	Product/Service ID *	Product/Service ID Qualifier *		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Qty. Invoiced *	Unit of Measure *	Amount Billed (\$) *		
<input type="text" value="1"/>	<input type="text" value="M4-Monetary Value"/>	<input type="text"/>		
AAI	SDN	ACRN	PR Number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Description *				
<input type="text"/>				

Cost Vouchers require the following details at the line item level:

- Line Item Number
- Product Service ID
- Product Service ID Qualifier
- Quantity Invoiced (Read Only - Locked at "1")
- Unit of Measure (Read Only - Locked at "M4 - Monetary Value")
- Amount Billed (\$)
- Description

# Resources for Doc types

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

<https://pieetraining.eb.mil/wbt/xhtml/wbt/wawf/overview/OverviewDocumentTypesIndex.xhtml>

# Invoices status

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

WAWF Status	Location / Comments
Inspected	<ul style="list-style-type: none"> <li>• For Source/Source workflow - was forwarded to Pay Office unless an LPO is in the workflow</li> <li>• For Source/ Destination or Destination/ Destination - was forwarded to the Acceptor</li> <li>• 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</li> </ul>
Navy - In Process	<ul style="list-style-type: none"> <li>• Extracts sent to the Navy Logistics systems. This follows normal document workflow</li> </ul>



# Invoices status

WAWF Status	Location / Comments	WAWF Status	Location / Comments
Paid	<ul style="list-style-type: none"> <li>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</li> </ul>	Recall Available	<ul style="list-style-type: none"> <li>Pay Official made a document available for recall by the previous workflow user</li> </ul>
Pre-Certified	<ul style="list-style-type: none"> <li>Local Processing Office</li> </ul>	Rejected	<ul style="list-style-type: none"> <li>Sent back to the Initiator by the Government</li> </ul>
Pre-Inspected	<ul style="list-style-type: none"> <li>For NAVCON Invoice - available in the Inspector's Inspection folder</li> </ul>	Resubmitted	<ul style="list-style-type: none"> <li>Corrected by the Initiator and resubmitted for action (only seen following a rejection by the Government)</li> </ul>

# Invoices status

WAWF Status	Location / Comments	WAWF Status	Location / Comments
Reviewed	<ul style="list-style-type: none"> <li>Reviewed by a Pay Clerk</li> <li>Remains in Pay Office awaiting Processing</li> </ul>	Void	<ul style="list-style-type: none"> <li>An Invoice may <b>only</b> be voided after an LPO or Payment Official has rejected it</li> </ul>
Submitted	<ul style="list-style-type: none"> <li>Created by Vendor and is awaiting initial government action</li> <li>RR which was created by the government and is awaiting initial government action</li> </ul>	Processed	<ul style="list-style-type: none"> <li>Acknowledgement from entitlement system that transaction successfully interfaced</li> <li>Extracted from WAWF for entitlement systems w/out acknowledgement functionality</li> </ul>
Suspended	<ul style="list-style-type: none"> <li>Pay Office</li> <li>Did not successfully interface into entitlement system</li> </ul>	Extracted	<ul style="list-style-type: none"> <li>Transaction extracted from WAWF, awaiting electronic response from entitlement system</li> </ul>

# DO & 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

**PIEE**  
7.0.0 Procurement Integrated Enterprise Environment

My Account Administration Help

User : Vendor Tester

Last Successful Logon Date: 2025/07/18 09:10:2

Welcome to the Procurement Integrated Enterprise Environment

**Award**

- Solicitation

**Post Award Admin**

- CCM: Contracting Communication Module
- EDA: Electronic Data Access

**Payment**

- WAWF: Wide Area Workflow
- myInvoice

**Property Management**

- GFP: Government Furnished
- IUID: IUID Registry

**Operational Support**

- PCM: Purpose Code Management


**Other**








- WBT: Web Based Training


ieetraining.eb.mil/xhtml/auth/home/home.xhtml

# My Invoice

myInvoice   Reports   Info   Preferences   Tax Statements   Exit

 **Reports**

-  Payment Report
-  Status and Date Report
-  Contract/Invoice/Shipment Report
-  Legacy Download Report
-  Status by Last Action Date Report
-  Load Status Report
-  Debt Notices Report

 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!!!

# SUPPORT

Agency Name	System Name	Agency Primary Email	Commercial Telephone
<a href="#">Ogden Help Desk</a>	WAWF	disa.global.servicedesk.mbx.eb-ticket-requests@mail.mil	866-618-5988, 801-605-7095

# Upcoming Events

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# Acquisition Hour

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The Acquisition Hour webinar series covers a range of topics from market entry, sales growth, small business certifications, compliance, and more. Attendees receive 1 CPE credit for attending.

- **July 23** – Federal Invoicing: PIEE / Wide Area Workflow
- **August 6** – Writing an Effective Capabilities Statement
- **August 20** – End of the Federal Fiscal Year Spending: Are You Ready?

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



# Cyber Thursday

Cyber Friday is a series of one-hour webinars focusing on critical topics for DOD contractors and subcontractors in cyber security, data security, and CMMC. Attendees receive 1 CPE credit for attending.

- ~~June 26 – FAR 52.204-21: The Forgotten Baseline of Federal Cybersecurity~~
- **July 31** – CMMC 2.0: What Contractors Must Know in 2025
- **August 28** – The Federal Cybersecurity Horizon: Zero Trust, FedRAMP, & Supply Chain Risk

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

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# 19th Annual Wisconsin Government Opportunities Business Conference (GOBC)

*In Partnership with Wisconsin's Military Installations*

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~~July 23~~

Truax Field

July 30

Fort McCoy

GOBC will provide you the opportunity to gain insights into:

- **COFFEE with the COMMANDER**
- Current operations and priorities at Wisconsin's Federal and State government agencies and military facilities
- Connecting with agency and installation leadership, operational staff and buyers
- Locating and bidding on current and future procurement opportunities
- Resources available to assist your business in winning government prime and subcontracts

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

# Featured Newsletters

Visit [wispro.org](https://wispro.org) to sign up for our monthly newsletters

**Acquisition Alert | Cyber Newsletter**  
**Events Newsletter**

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Wisconsin Procurement Institute (WPI)

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

## Ben Blanc

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