

Acquisition Hour:

Department of Defense Invoicing – PIEE / Wide Area Workflow

March 18 | Noon – 1:00 pm

Presented by:

Ben Blanc, Wisconsin Procurement Institute





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

WPI OFFICE LOCATIONS

- **MILWAUKEE**

- *Technology Innovation Center*

- **MADISON**

- *FEED Kitchens*
- *Dane County Latino Chamber of Commerce*
- *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**

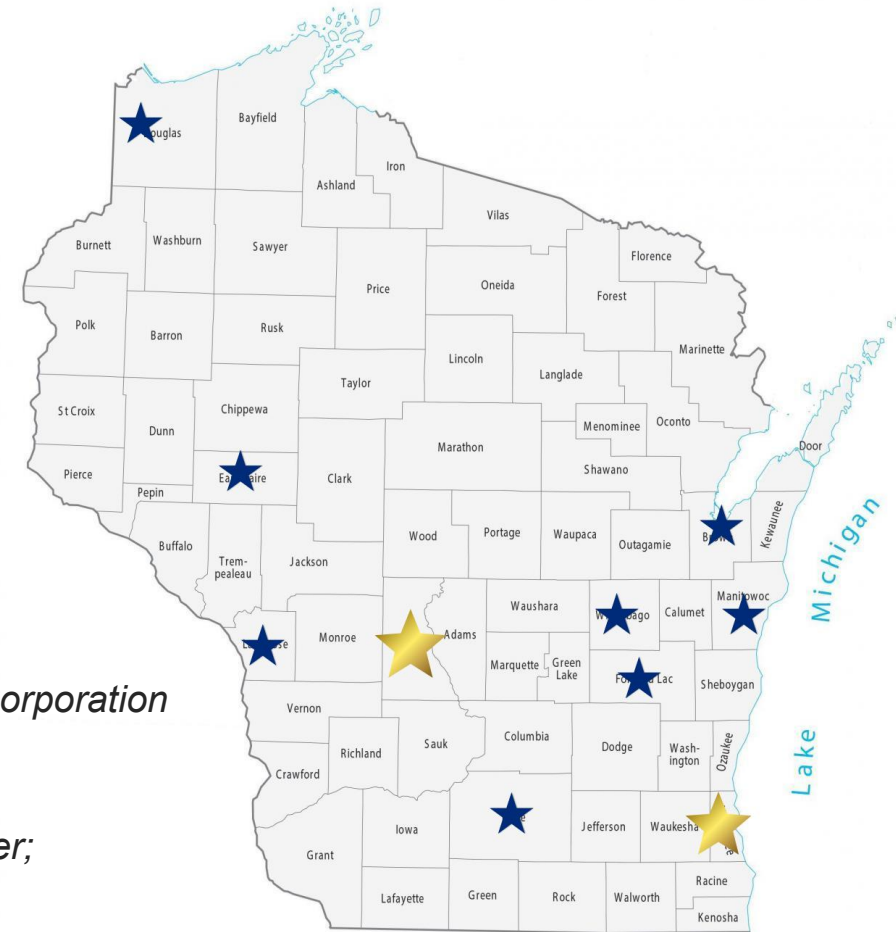
- *Progress Lakeshore*

- **OSHKOSH**

- *Greater Oshkosh Economic Development Corporation*

- **SUPERIOR**

- *Small Business Dev Center; UW Superior*





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

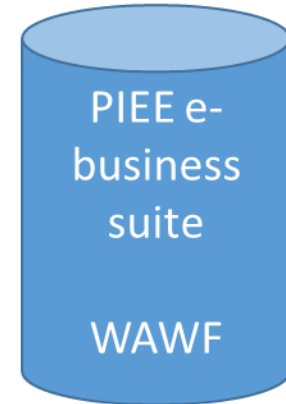
2003



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)

Award












Requirements










Post Award Admin





















Payment






Property Management


Operational Support

Purchase Card

Other



Procurement Integrated Enterprise Environment - Web Based Training

Info for all Users

Registration

- Vendor Registration
- Government / Government Support Contractor Registration
- Staff and Employee Registration

References

- PIEE Glossary
- PIEE Document List
- PIEE Data List

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

PIEE History

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

Training Site



PIEE

7.6.4 Procurement Integrated Enterprise Environment

PIEE History

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

LATEST RELEASE VERSION 1

PIEE Version 7.6.3 1

PIEE Solicitation Module Automation Features..... 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)

THE DFAR CLAUSES WERE UNAFFECTED BY THE RECENT FAR OVERHAUL

\$810,000

Worth of Invoices Processed Every
Minute

50%+

Reduction in Invoice Cycle Time

\$500B+

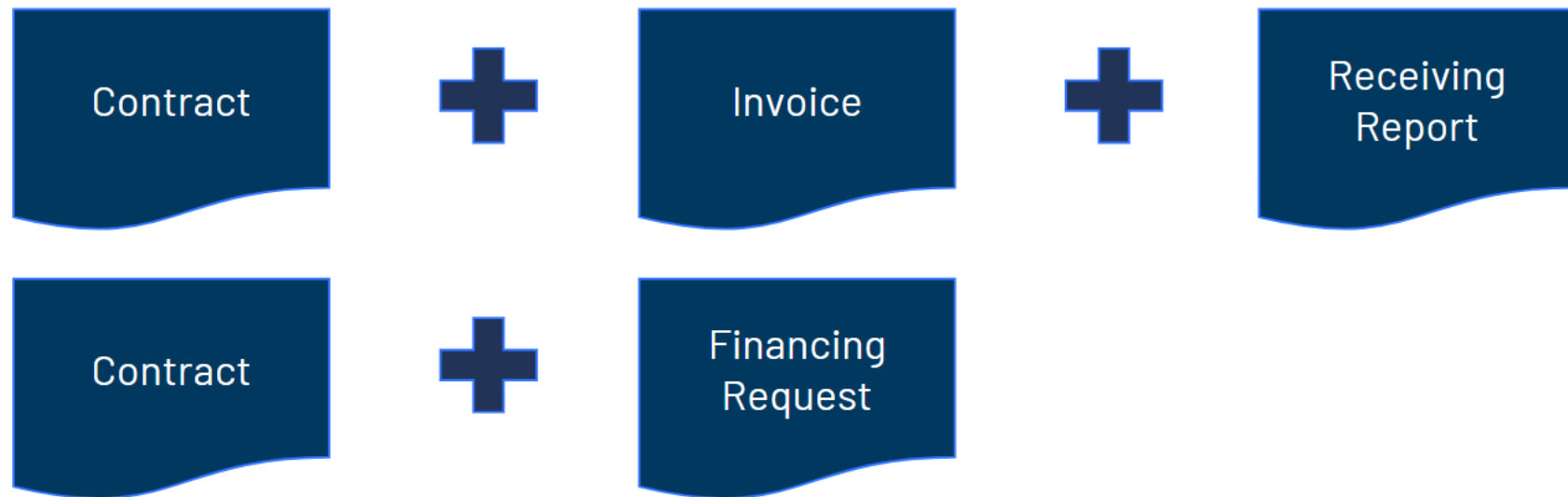
Worth of Invoices Processed Yearly

500k+

Active Users

Documents needed to make a contract payment:

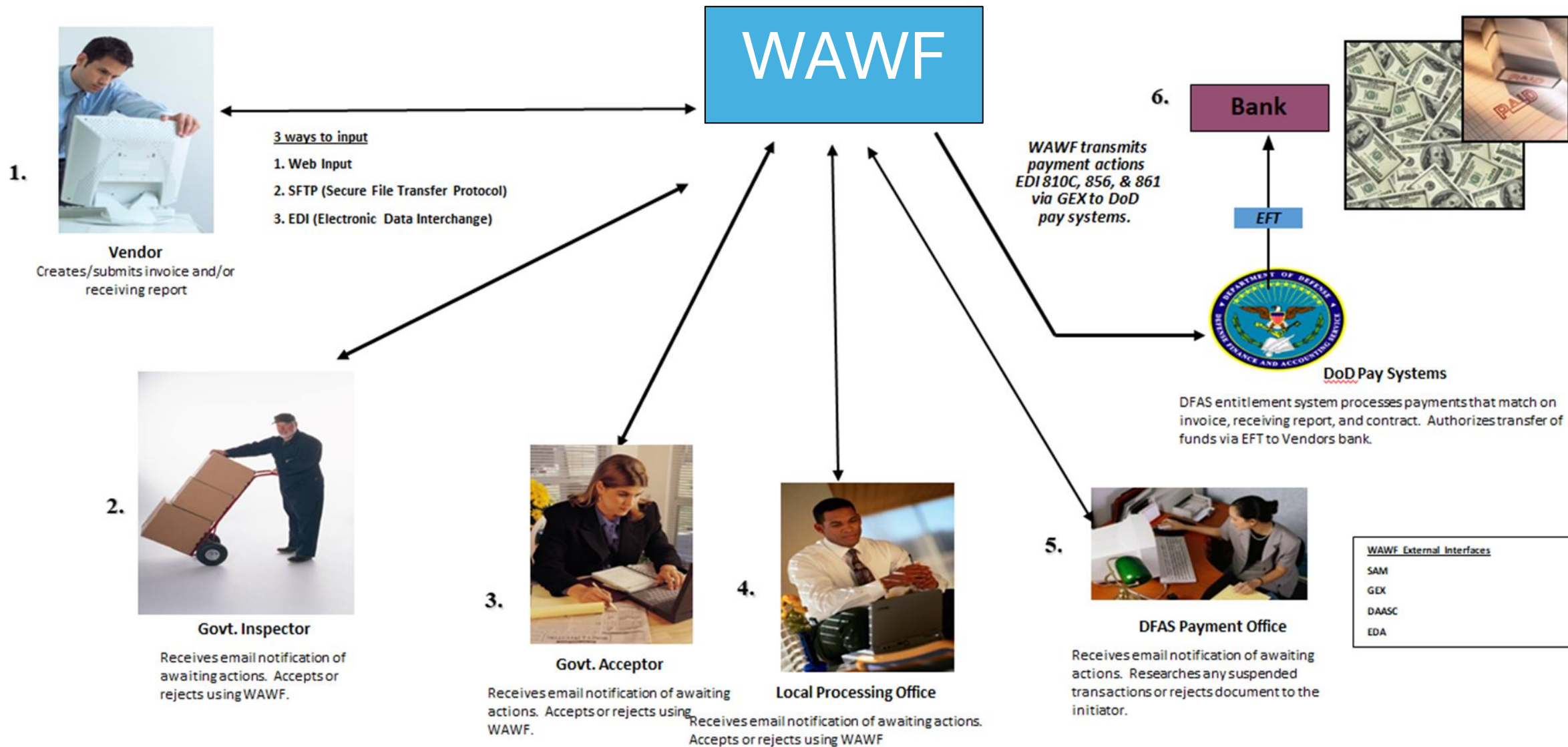
- Contract
- Request for Payment (i.e. Invoice or Financing Request)
- Approval or Evidence of Performance (i.e. Receiving Report)



- 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



WAWF EXCEPTIONS

1. Classified Contracts or Classified Information Environments

Regulatory basis: DFARS 232.7002

When it applies

- If submitting the invoice or receiving report through WAWF would require transmission of **classified information**.
- If the contractor operates in a **classified network or secure facility** that cannot connect to WAWF.

Typical handling

- Contracting officer authorizes **alternate submission methods**, such as:
 - secure government network submission
 - classified document transfer
 - physical document submission

2. Government Systems Cannot Receive Electronic Submissions

Regulatory basis: DFARS 232.7002(b)

When it applies

- When the **government office responsible for payment or acceptance cannot receive WAWF submissions**.

This situation is rare today but can occur when:

- legacy systems are used
- temporary system outages occur
- specialized programs use different payment processing systems

Typical alternate methods

- manual invoice submission
- alternate electronic systems approved by the contracting officer.

WAWF EXCEPTIONS

3. Contracts Supporting Contingency Operations

Regulatory basis: DFARS 232.7002 exceptions

When it applies

- Operations in **deployed or austere environments** where internet access is unavailable or unreliable.

Common examples include:

- combat zones
- expeditionary contracting
- remote overseas bases without reliable connectivity

Typical alternatives

- manual **DD250 receiving reports**
- scanned invoices sent through secure military channels
- local contracting office processing.

WAWF EXCEPTIONS

4. Contracts in Areas Without Adequate Internet Access

This is similar to contingency operations but broader.

When it applies

- Contractor location has **no reliable internet connectivity** to access WAWF.

Examples include:

- remote test ranges
- isolated shipyards
- overseas construction sites.

Requirement

The contractor must receive **explicit authorization from the contracting officer** to use another submission method.

5. Written Authorization from the Contracting Officer

Even when none of the standard exceptions apply, **the contracting officer can approve another method.**

This typically occurs when:

- system integration problems exist
- unusual contract types require alternative workflows
- pilot programs are being tested.

However, this authority is **used sparingly**, because DoD policy strongly favors WAWF.

WAWF EXCEPTIONS

6. Special Payment Systems (Non-WAWF Programs)

Some DoD programs use separate statutory payment systems instead of WAWF.

Examples include:

| | |
|--------------------------|---------------------------------------|
| Transportation contracts | Use transportation payment systems |
| Certain medical programs | TRICARE payment platforms |
| Fuel or energy programs | Specialized logistics billing systems |

These are usually specified directly in the contract.

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: |
| 7. FOR SOLICITATION INFORMATION CALL: | | a. NAME | b. TELEPHONE NUMBER (No collect calls) | 8. OFFER DUE DATE/ LOCAL TIME | 9. ISSUED BY |
| 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"/> (S/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 | 12. DISCOUNT TERMS |
| FLEET AND INDUSTRIAL SUPPLY CENTER 937 N HARBOR DRIVE San Diego, CA 92132-0008 | | 15. DELIVER TO | 16. ADMINISTERED BY SEE BLOCK 9 | 14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP | |
| NADEP North Island San Diego, CA 92135-7050 | | CODE N65888 | 18a. PAYMENT WILL BE MADE BY | CODE N68688 | |
| 17a. CONTRACTING OFFEROR | | CODE 1M3W0 FACILITY CODE | DFAS SAN DIEGO CA 9123-1848 | | |
| CACI CHANTILLI VA 22204-1234 | | TELEPHONE NO. | | | |

252.232-7006: WAWF Payment Instructions

- Read the full clause: https://www.acquisition.gov/dfars/part-252-solicitation-provisions-and-contract-clauses#DFARS_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.)

No material changes to the clause since Jan 2023

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 | | |
| | | | | | | | | <input type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER <small>(See Schedule if other)</small> | | |
| 9. CONTRACTOR | | | CODE | FACILITY | | 10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) | | 11. X IF BUSINESS IS | | |
| NAME AND ADDRESS | | | | | | | | <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> 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) | | |
| | | <input type="checkbox"/> 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: _____ | | | 26. DIFFERENCE \$ | | |
| 29. QUANTITY IN COLUMN 20 HAS BEEN | | | | | 27. SHIP. NO. | | 28. D.O. VOUCHER NO. | | 30. INITIAL \$ | |
| <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. | |
| | | | | | 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 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

(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 and 252.232.7006

Where is my contract information

[252.232-7006](#) WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (Jan 2023)

(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 (Jan 2023)

(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 receiving report, as specified by the Contracting Officer. _____

and

(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 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.

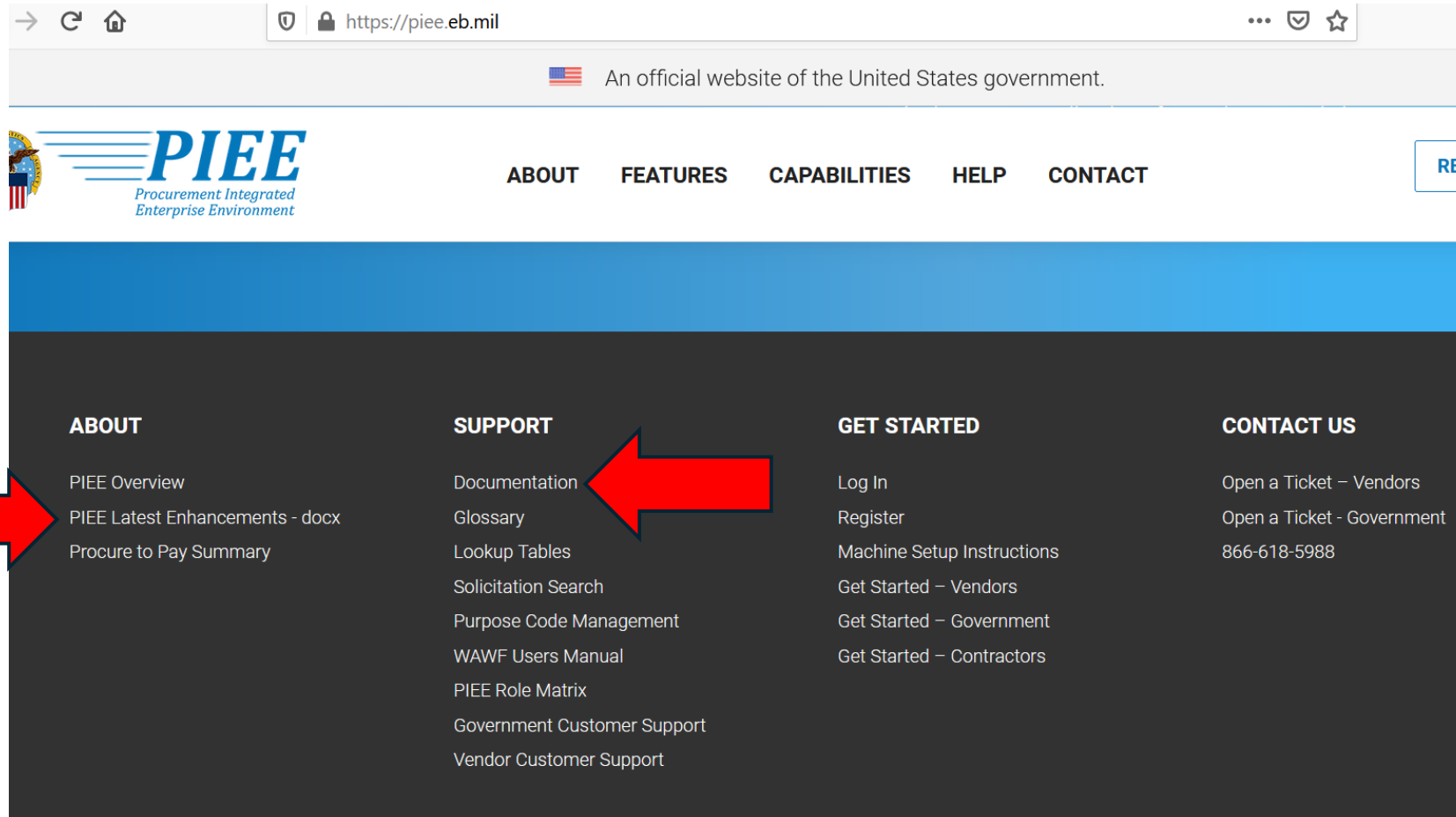
(Contracting Officer: Insert applicable information or “Not applicable.”)

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

KEEPING UP WITH PIEE AND WAWF

March 18 2026

Updates are found under



The screenshot shows a web browser at the URL <https://piee.eb.mil>. The page features the PIEE logo (Procurement Integrated Enterprise Environment) and a navigation menu with links for ABOUT, FEATURES, CAPABILITIES, HELP, CONTACT, and a REGISTER button. Below the navigation is a dark grey content area with four columns: ABOUT, SUPPORT, GET STARTED, and CONTACT US. The 'SUPPORT' column contains a list of links, with a red arrow pointing to 'Documentation'. The 'ABOUT' column has a red arrow pointing to 'PIEE Latest Enhancements - docx'.

| ABOUT | SUPPORT | GET STARTED | CONTACT US |
|--|---|---|---|
| <ul style="list-style-type: none">PIEE OverviewPIEE Latest Enhancements - docxProcure to Pay Summary | <ul style="list-style-type: none">DocumentationGlossaryLookup TablesSolicitation SearchPurpose Code ManagementWAWF Users ManualPIEE Role MatrixGovernment Customer SupportVendor Customer Support | <ul style="list-style-type: none">Log InRegisterMachine Setup InstructionsGet Started – VendorsGet Started – GovernmentGet Started – Contractors | <ul style="list-style-type: none">Open a Ticket – VendorsOpen a Ticket - Government866-618-5988 |

PIEE
7.3.5.1 Procurement Integrated Enterprise Environment

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

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




Payment





Property Management


Operational Support

Purchase Card

Other



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)

References

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

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

PIEE History

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

Training Site

- [Training Site Instructions](#)
- [PIEE Training Site](#)

Latest Release Version

PIEE Version 7.6.3

(Production February 2026)

PIEE Solicitation Module Automation Features

As part of this release, the following improvements and features have been added to support data standardization and operational efficiency within the module:

PIEE Version 7.2.4

(Production March 2025)

EDA Enhancements

Housed on the EDA Dashboard, CID and CBAR headers were spelled out to Commercial Item Determination and Contract Business Analysis Repository, respectively. The Web Based Training was updated to accommodate this change as well.

WAWF Enhancements

When correcting a Shipment Number via a WAWF Correction, a soft warning message was added, notifying the user of a rejection of the corrected DD250 if a change to the shipment number occurs and a new shipment should be created.

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 Process

References

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

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

PIEE History

- PIEE Release

Training Signatures

- Training Signatures
- PIEE Signatures

Quick Links

- 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 |
|---------------------------------|-------------|---|----------------------------|
| Ogden Help Desk | WAWF | disa.global.servicedesk.mbx.eb-ticket-requests@mail.mil | 866-618-5988, 801-605-7095 |

USING THE TRAINING SITE



| ABOUT | SUPPORT | GET STARTED | CONTACT US |
|---|--|---|--|
| <p>PIEE Overview</p> <p>PIEE Latest Enhancements - docx</p> <p>Procure to Pay Summary</p> | <p>Documentation</p> <p>Glossary</p> <p>Lookup Tables</p> <p>Solicitation Search</p> <p>Purpose Code Management</p> <p>WAWF Users Manual</p> <p>PIEE Role Matrix</p> <p>Government Customer Support</p> <p>Vendor Customer Support</p> | <p>Log In</p> <p>Register</p> <p>Machine Setup Instructions</p> <p>Get Started – Vendors</p> <p>Get Started – Government</p> <p>Get Started – Contractors</p> | <p>Open a Ticket – Vendors</p> <p>Open a Ticket - Government</p> <p>866-618-5988</p> |





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 ●●●●●●●●

Welcome to the Procurement Integrated Enterprise Environment

Post Award Admin



Contracting Communication Module



Electronic Data Access

Payment



Wide Area Workflow



myInvoice

Property Management



IUID Registry

Government Furnished Property

Operational Support



Purpose Code Management

Other



Web Based Training



Try asking about

How do I get my PIEE account reactivated

How do I register for PIEE?

Do I need a secondary supervisor to register for PIEE?

Enter a new query...

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 |
|-------------------------------|--------------------------------|
| Commercial Invoice | Receiving Report |
| Invoice Fast Pay | Energy Receiving Report |
| Commercial Invoice 2N1 | Purchase Card Receiving Report |
| Credit Invoice | Reparable Receiving Report |
| Energy Commercial Invoice | IGT Receiving Report |
| Construction Payment Invoice | |

| Finance and Voucher Documents |
|----------------------------------|
| Cost Voucher |
| 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 |
|---|---|---|---|---|
| 2020/03/12 | W <input type="text"/> | W <input type="text"/> | <input type="text"/> <input type="text"/> | <input type="text"/> <input type="text"/> |
| Ship To Code * / Extension | Ship From Code / Extension | LPO DoDAAC / Extension | Accept By DoDAAC / Extension | |
| W <input type="text"/> <input type="text"/> | <input type="text"/> <input type="text"/> | <input type="text"/> <input type="text"/> | W <input type="text"/> <input type="text"/> | |

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.

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



Invoices status

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

Invoices status

| WAWF Status | Location / Comments | WAWF Status | Location / Comments |
|-------------|---|-------------|---|
| Reviewed | <ul style="list-style-type: none"> Reviewed by a Pay Clerk Remains in Pay Office awaiting Processing | Void | <ul style="list-style-type: none"> An Invoice may only be voided after an LPO or Payment Official has rejected it |
| 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 | 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 |
| Suspended | <ul style="list-style-type: none"> Pay Office Did not successfully interface into entitlement system | Extracted | <ul style="list-style-type: none"> Transaction extracted from WAWF, awaiting electronic response from entitlement system |

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 |
|---------------------------------|-------------|---|----------------------------|
| Ogden Help Desk | WAWF | disa.global.servicedesk.mbx.eb-ticket-requests@mail.mil | 866-618-5988, 801-605-7095 |

Upcoming 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.

- ~~February 26~~ – CMMC: Control Set Series: 3.1 Access Control
- **March 26** – CMMC: Control Set Series: 3.2 Awareness and Training
- **April 30** – CMMC: Control Set Series: 3.3 Audit and Accountability
- **May 28** – CMMC: Control Set Series: 3.4 Configuration Management

...More information and registrations at wispro.org/events

Federal Market Insights

Federal Market Insights [FMI] is an informal podcast designed to provide valuable information about the government marketplace for businesses interested in government contracting.

- **March 24** – OTAs and Consortiums
- **March 31** – CRADAs: Cooperative Research and Development Agreements
- **April 7** – Does Your Business Specialize in Critical Technology Areas?
- **April 14** – Unlocking DoD Opportunities for Nontraditional Contractors

...More information and registrations at wispro.org/events

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**This webinar is eligible for
1 CPE credit**

**To receive a certificate of completion, contact
apexaccelerator@wispro.org**

PRESENTED BY

Wisconsin Procurement Institute (WPI)

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