



DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY



Wide Area Workflow (WAWF)

Strategic Materials Industry Day
August 23, 2012

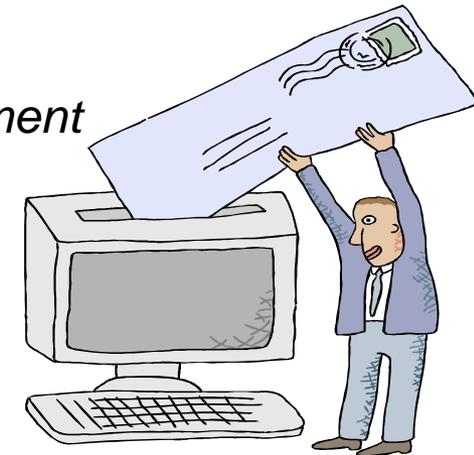


What is WAWF?

- DOD system; automates processing of payment documents in a “paperless” web-based environment
- Electronically captures & coordinates payment information
 1. Vendor submits request for payment via Web, EDI, or FTP
 2. Government accepts/approves

Input
Contract
Vendor Invoice
Receiving Documentation

Output
Vendor Payment





Why Use WAWF?

- DoD Mandate

- *2001 Defense Authorization Act*
- *DFARS 252.232-7003, Electronic Submission of Payment Requests: Receiving Reports & Invoices, (Mar 2008)*
- *DFARS Appendix F – Material Inspection and Receiving Report, (Sept 2011)*
- *DFARS 252.232-7006 Wide Area Workflow Payment Instructions, (June 2012)*

- Standardizes payment process across DoD
- Eliminates mailing, manual entry, & lost documents
- Online access & full document visibility



Benefits of Using WAWF

- Paid on time!
- Eliminates lost documents
(e.g., no more emails “we lost your fax please re-send”)
- Online access & full document visibility
- Standardizes invoicing process across DoD



How Does WAWF Work?

- **DoDAAC Driven:**

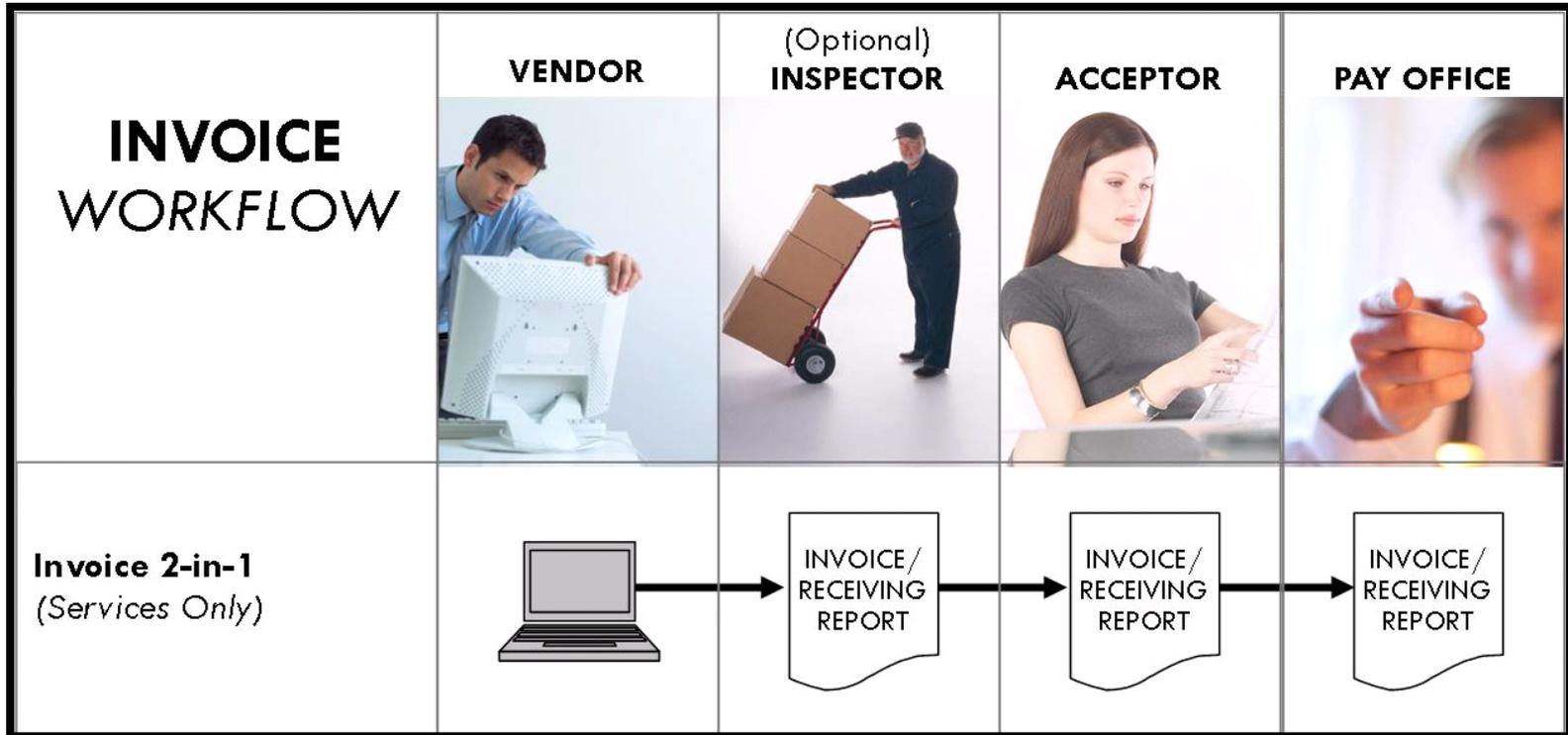
- Determines *where* document is routed to
 - SP8000, SB0844, SB0843, SB0812

- **Role Based:**

- Determines *who* has access to document
 - Vendor Role: Vendor
 - Gov Role(s): Inspector, Acceptor, Pay Official
Issue & Admin View Only



WAWF 2-in-1 Workflow (Services Only)



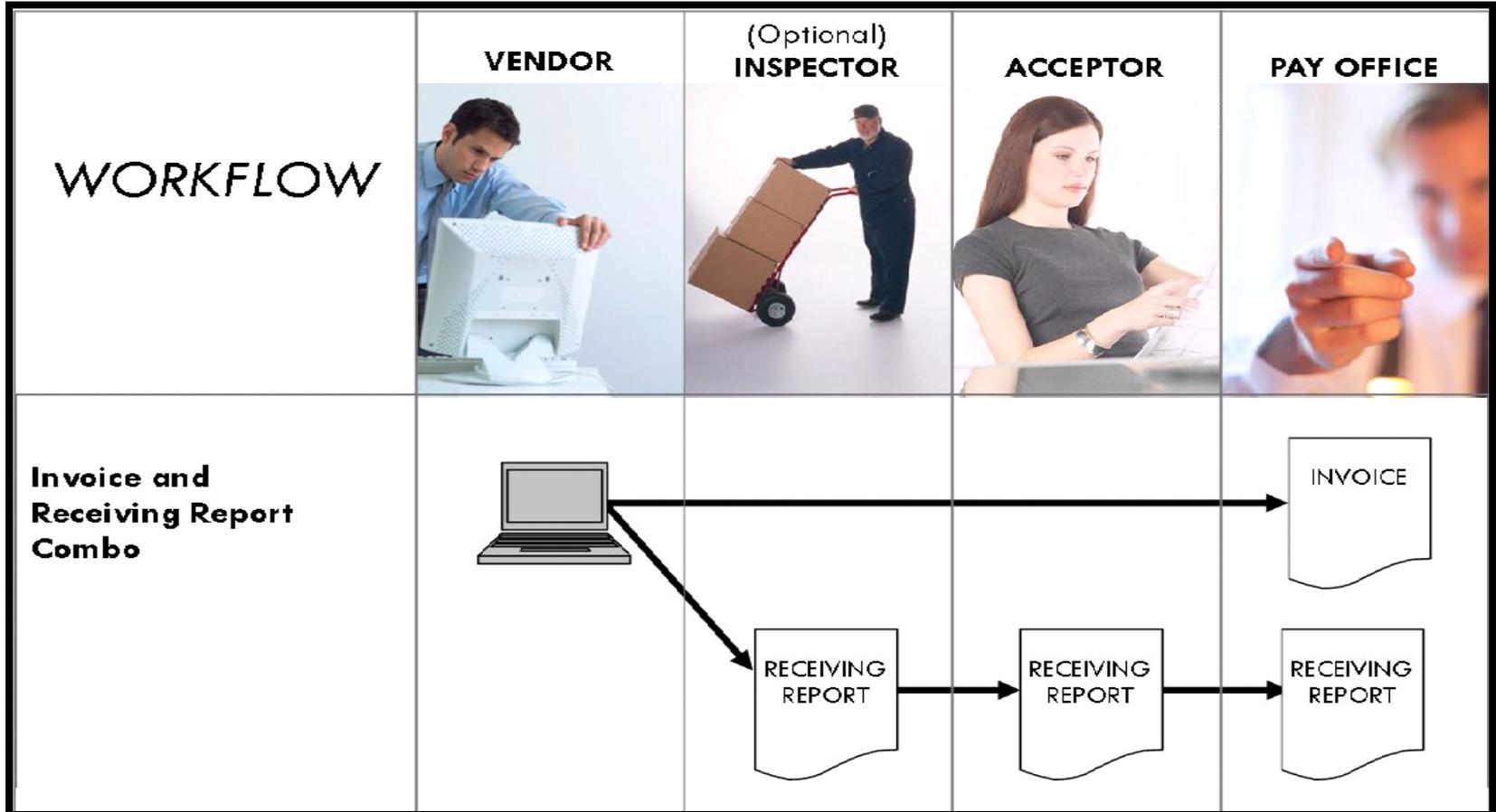
You

SB0800
(HQ Ft Belvior)

SL407
(DFAS Columbus)



Invoice & Receiving Report Workflow



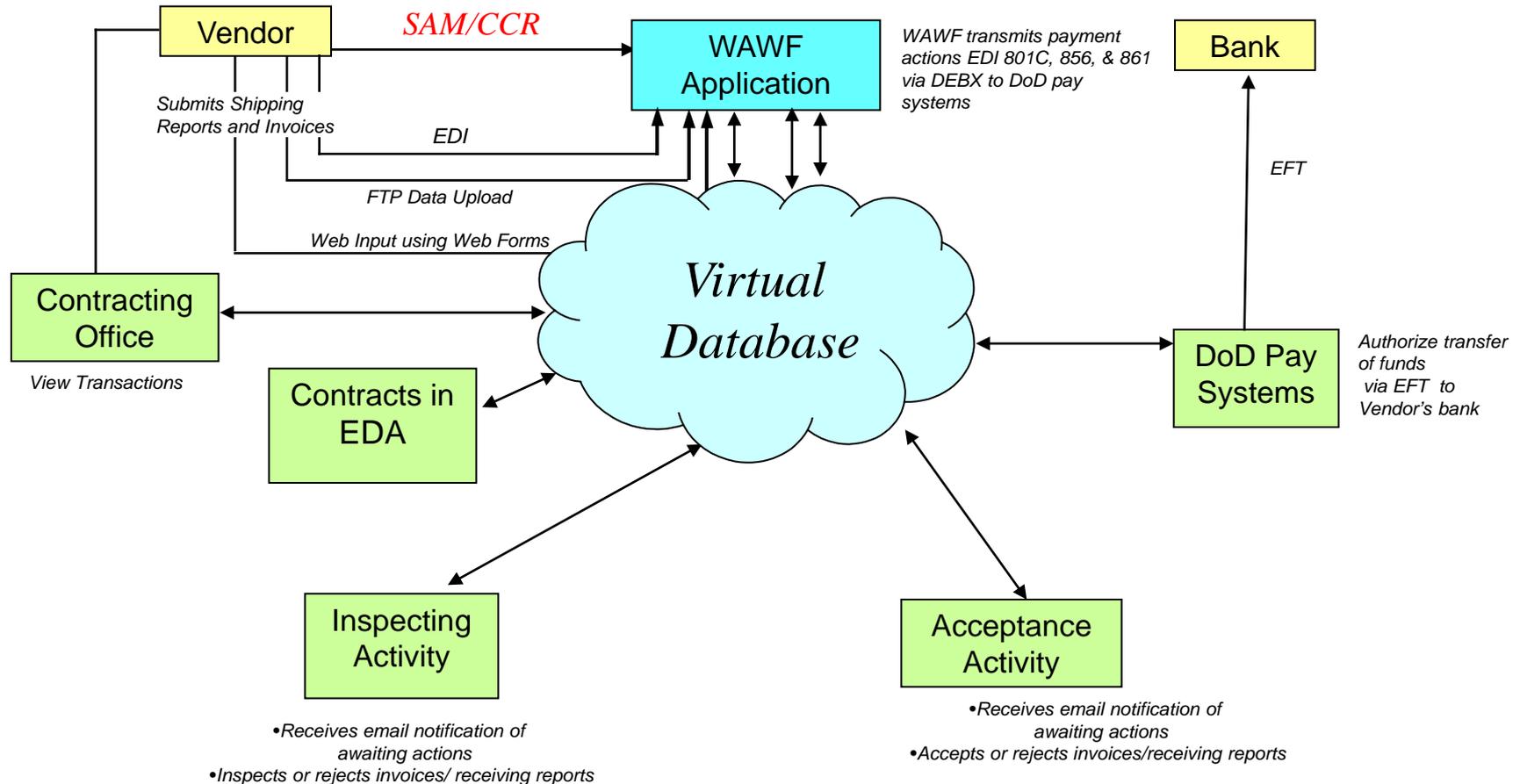
You

SB0843
(Hammond)

SL407
(DFAS Columbus)



WAWF and Related Systems



Real Time - Visible Status



Vendor Access

WAWF - Getting Started!



WAWF Vendor Getting Started

- Vendor must self-register
 - Group Admin Role (GAM): maintains vendor WAWF accounts
 - Vendor Role: submits requests for payment
- Review online training modules for creating documents
- Review contract for WAWF clause/routing information
- Submit request for payment in WAWF
- Vendor Technical Support provided by DoD Ogden Helpdesk
 - Account Setup
 - Password Issues



Vendor Self-Registration

- Verify PRIOR to self-registration:
 - Cage Code Active in Central Contractor Registry (CCR)*
 - Cage Code added to WAWF

*CCR replaced by System for Account Management (SAM), a free web-site which consolidates various Federal procurement systems.



WAWF User Registration

Wide Area Workflow

Home

Login to WAWF

User ID *

[Forgot your User ID?](#)

Password *

[Forgot your Password?](#)

* Asterisk indicates required entry.

Certificate Login to WAWF

New User?

[Registration](#)

[Pre-Registration: Vendor Getting Started Help](#)

[Pre-Registration: Instructions for Agencies and Services New to WAWF](#)

[Machine Setup](#)

Help

[Web Based Training](#)

[What's New](#)

[Functional Information](#)

[Web Services for WAWF](#)

[Group Administrator Lookup](#)

[Active DoDAACs & Roles](#)

[Active CAGES & Roles](#)

System Messages

(2010-OCT-22) **VENDORS!**

When all requirements are in place, you can register to use WAWF.

The Vendor clicks the Registration link.





WAWF User Toolbox

- WAWF Homepage/Production Site: <https://wawf.eb.mil>
- WAWF Online Training Site:
<https://wawftraining.eb.mil/xhtml/unauth/web/wbt/WbtMainMenu.xhtml>
- WAWF Practice Site: <https://wawftraining.eb.mil/>
- DLA WAWF PMO Site: <http://www.dla.mil/wideareaworkflow/pages/default.aspx>
- WAWF Helpdesks
 - *Strategic Materials:* charles.coffin@dla.mil, 703-767-5506
 - Ogden: cscassig@csd.disa.mil, 866-618-5988 (Vendor & Technical Issues)
 - DLA: wawf@dla.mil, 703-767-1915 (Gov & All other questions)
- Payment Status
 - MyInvoice: <https://myinvoice.csd.disa.mil>
 - DFAS Pay Offices: 800-756-4571



WAWF

Wide Area Workflow

The central graphic of the slide is the WAWF logo. It consists of the letters 'WAWF' in a bold, black, sans-serif font. A thick, blue, curved swoosh loops around the letters, starting from the bottom left, curving over the top, and ending at the bottom right. Below the logo, the text 'Wide Area Workflow' is written in a bold, blue, sans-serif font.