

Chapter 29

WIDE AREA WORKFLOW (WAWF)

Table of Contents

Chapter 29.....	1
WIDE AREA WORKFLOW (WAWF)	1
Table of Contents.....	1
29-1 BACKGROUND	2
29-2 WHAT IS DOD WIDE AREA WORKFLOW- RECEIPT AND ACCEPTANCE (WAWF)?	2
29-3 VENDOR CUT SHEET	3
29-3.1 WIDE AREA WORK FLOW DODAAC and E-MAIL DISTRIBUTION TABLE	3
29-3.2 THE FOLLOWING CODES WILL BE REQUIRED TO ROUTE YOUR INVOICES AND ADDITIONAL EMAILS CORRECTLY THROUGH WAWF	4
29-4 2-IN-1 INVOICE INSTRUCTIONS	5
29-5 COMBO INVOICE INSTRUCTIONS	6
29-6 USAF WAWF CONSTRUCTION INVOICE PROCESSING GUIDE	7
29-7 WAWF CONSTRUCTION INVOICE PROCESSING	11

29-1 BACKGROUND

Traditionally, the Department of Defense (DoD) acquisition process has been paper-based, labor intensive, and heavily dependent upon manual and repetitive data inputs from multiple functional communities. The DoD Paperless Contracting initiative was created in response to the DoD Comptroller's Management Reform Memorandum #2 of 21 May 1997 -- *Moving to a Paper-free Contracting Process*. The Department of Defense' (DoD) Wide Area Workflow – Receipt and Acceptance (WAWF) began as a Paperless Contracting prototype application to eliminate paper from the receipt/acceptance and invoice/payment process of the DoD contracting life cycle. It became operational in FY99.

29-2 WHAT IS DOD WIDE AREA WORKFLOW-RECEIPT AND ACCEPTANCE (WAWF)?

Wide Area Workflow – Receipts and Acceptance (WAWF) is a secure web-based system for electronic invoicing, receipt and acceptance. WAWF creates a virtual folder to combine the three documents required to pay a vendor – the contract, the invoice and the Receiving Report. 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, via interactive Web-based applications. Authorized DoD users are notified of pending actions by e-mail and are presented with a collection of documents required to process the contracting or financial action. It uses Public Key Infrastructure (PKI) to electronically bind the digital signature to provide non-reputable proof that the user (electronically) signed the document with the contents.

More importantly, WAWF helps to mitigate interest penalty payments due to lost or misplaced documents and highlights vendor offered discounts so that the DoD benefits on both fronts, in addition to streamlining the whole process from weeks to days or minutes. Benefits include online access and full spectrum view of document status, minimized re-keying and improving data accuracy, eliminating unmatched disbursements and making all documentation required for payment easily accessible. WAWF is the system that allows DoD to reach its e-invoicing goals and reduce interest penalties due to lost or misplaced documents.

29-3 VENDOR CUT SHEET

29-3.1 WIDE AREA WORK FLOW DODAAC and E-MAIL DISTRIBUTION TABLE

Your purchase order contains DFARS Clause 252.232-7003, Electronic Submission of Payment Requests. This clause requires invoices for supplies and services purchased by the DoD be submitted via electronic means. The Wide Area Workflow (WAWF) system satisfies this mandatory requirement. WAWF can be accessed on the internet at <https://wawf.eb.mil/>

Before using WAWF, ensure your Electronic Business POCs listed in your Central Contractor Registration (CCR) are the same individuals that will invoice through WAWF. If they aren't, you can make changes to your CCR profile at www.ccr.gov. Click on "Update" or "Renew" using "TPIN". CCR customer support can be reached at 1-888-227-2423.

If your electronic business POCs are correct, contact the WAWF helpdesk at 1-866-618-5988 or by e-mail at cscassig@ogden.disa.mil and ask them to establish a group for your CAGE code. The group administrator will also have to call the WAWF helpdesk to request account activation. Once the group is established and the account is activated, you will be able to create a

combination invoice/receiving report using the codes below and instructions available from our contract administrator/buyer.

Questions concerning payment should be directed to the responsible Defense Finance Accounting Services (DFAS). Please have the order number and invoice number ready when calling about payment status.

The accounts payable mailing address can be located in Block 18a of your order. You can easily access payment information using the DFAS web site at <http://www.dfas.mil>. Your purchase order/contract number or invoice will be required to inquire status of your payment. Go to DFAS on the web at: <http://www.dfas.mil/contractorpay.html>.

29-3.2 THE FOLLOWING CODES WILL BE REQUIRED TO ROUTE YOUR INVOICES AND ADDITIONAL EMAILS CORRECTLY THROUGH WAWF

CAGE CODE:

ISSUE BY DODAAC:

ADMIN DODAAC:

INSPECT BY DODAAC:

PLUS SIX EXT:

SERVICE ACCECTOR:

PLUS SIX EST:

“SHIP TO” DODAAC:

PAY OFFICE DODAAC:

EMAIL POINT OF CONTACT LISTING: (Please send additional emails to all listed)

SERVICE ACCEPTOR:

CONTRACT ADMINISTRATOR:

29-4 2-IN-1 INVOICE INSTRUCTIONS

This is an overview of the Vendor Creating a Invoice 2-in-1 (Services Only) Document in the WAWF Web Application.

<https://wawftraining.eb.mil/xhtml/unauth/web/wbt/demo/VendorCreateCI2n1.htm>

29-5 COMBO INVOICE INSTRUCTIONS

This is an overview of the Vendor Creating a Invoice and Receiving Report (Combo) Document in the WAWF Web Application

<https://wawftraining.eb.mil/xhtml/unauth/web/wbt/demo/VendorCreateComboDocument.htm>

29-6 USAF WAWF CONSTRUCTION INVOICE PROCESSING GUIDE

NOTE: *Italicized text in this guide indicates specific headings and/or selections within WAWF.*

1. Introduction: This guide is focused on using WAWF to process *Construction Payment Invoices*, and is intended for users who have a basic working knowledge of WAWF. Individuals requiring general WAWF training should refer to the online DoD training modules available at <http://www.wawftraining.com/> or coordinate further training through their unit training monitor.

This guide is an edited consolidation of several pre-existing MAJCOM WAWF construction invoice-processing guides. It presents a chronological model outlining the fundamental steps the vendor, inspector, and acceptor take to process Construction Progress Reports outside WAWF and subsequent *Construction Payment Invoices* in WAWF. Real-world scenarios will typically be more complex and varied than would be practical to address in this guide. As such, while this guide is not a step-by-step manual for addressing complex scenarios, it is intended to provide users a baseline for addressing complex scenarios.

2. Background: Initial implementation of WAWF has proven to be very beneficial to both Government and industry users. A recent review of the payment process indicates contractors receive payments much faster using the WAWF system than using traditional manual payment processes; and correspondingly, USAF interest charges incurred as a result of late payments have significantly decreased. However, AF leadership recognizes that WAWF has not been implemented to its maximum potential, and to this end, the SECAF has directed SAF/AQ to provide quarterly updates on the USAF's progress in expanding WAWF usage.

In an effort to capitalize on the unexploited functional capabilities in WAWF, this guide is specifically intended to aid USAF contracting personnel in their efforts to employ WAWF in the construction contracting environment.

3. Roles & Responsibilities: This section describes the roles and responsibilities of the contractor, inspector, and CO in processing *Construction Payment Invoices* via WAWF. These elements are discussed in order to clarify the process for USAF personnel. Although this guide is intended for USAF personnel, it may be provided to contractors as an advisory tool to assist them in processing Construction Progress Reports and *Construction Payment Invoices* in WAWF.

a. Contractor: The contractor submits the Construction Progress Report IAW the terms and conditions of the contract, and engages with Government personnel to resolve discrepancies between their assessed percent of work complete and the Government's appraisal. Once discrepancies are resolved or a CO determination is made, the contractor submits its *Construction Payment Invoices* in WAWF.

b. Inspector: IAW MAJCOM/DRU policy, an appropriate designee serves as the inspector. This role is typically filled by a Civil Engineering representative; however, as a result of unique circumstances, some units utilize other personnel, including contracting personnel, in this role. The inspector is responsible for producing and submitting the Government's Construction Progress Report and verifying and certifying the contractor's Construction Progress Report to the CO. As required, the inspector assists the CO in resolving Government/contractor assessment disparities.

c. Contracting Officer: The CO oversees the resolution of disparities between the contractor/Government independent Construction Progress Reports, and approves final

Construction Progress Reports. The CO may accept the contractor's *Construction Payment Invoice* and forward it to DFAS for final validation and payment, assess a retainage and then forward the *Construction Payment Invoice* to DFAS for payment, or reject the *Construction Payment Invoice* for cause.

4. Recommended Management of the Construction Progress Report: WAWF's *Progress Payment* function is not configured to process USAF Construction Progress Payments at this time. Therefore, the Construction Progress Reporting process should be completed prior to contractors submitting their *Construction Payment Invoices* via WAWF.

Once a contractor submits a *Construction Payment Invoice* in WAWF, the Government either accepts or rejects the submission - the Government cannot edit a contractor's invoice in WAWF. Therefore, in order to curtail the number of rejected and resubmitted invoices, it is beneficial to all parties in the process for the contractor and inspector to agree up front to initiate an efficient Construction Progress Reporting process. Specifically, each party should provide their respective independent Construction Progress Reports to the Contracting Officer (CO) for review and approval before the contractor submits its resultant invoice(s) in WAWF. Employing this approach affords the parties an opportunity to discuss and reconcile differences between their assessments; effectively eliminating circumstances where the contractor is required to modify and resubmit rejected invoices. Once an agreement is reached, or the CO makes a final payment determination, the contractor should submit its invoice IAW the agreement or determination.

On rare occasions, the CO and/or contractor may determine that unique circumstances of a particular construction project make the customary "submit - accept or reject" method of managing Construction Progress Reports more appropriate. However, from the Government

perspective, this approach tends to result in increased interest penalty payments, and from the contractor perspective, this method will often result in additional administrative effort and slower payment receipt.

29-7 WAWF CONSTRUCTION INVOICE PROCESSING

This is an overview of the Vendor Creating a Construction Payment Invoice Document in the WAWF Web Application.

<https://wawftraining.eb.mil/xhtml/unauth/web/wbt/demo/VendorCreateCiconDocument.htm>

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