



UNCLASSIFIED

411th Contracting Support Brigade



Wide Area Work Flow (WAWF)

175th Finance

Ms. Hong-Heyliger, Seo Youn
Accounting Technician,



U.S. Army Expeditionary Contracting Command

U.S. Army Contracting Command

UNCLASSIFIED

The 175th Financial Management Center

Presents:

Wide Area Workflow (WAWF) For Vendors

Presented by :

Hong-Heyliger, Seo Youn

Accounting Technician

Wide Area Workflow (WAWF) Topics

- What is WAWF
 - Definition
 - FAR Clause
 - User Benefits
- How WAWF Works
 - Document Routing
 - Document Flow
 - Types of Receiving Report
- WAWF Vendor Registration
- myInvoice
- References



WAWF Eliminates Paper from the Acquisition Process...

- WAWF stands for **Wide Area Workflow**
- An interactive web-based application that enables:
 - Vendors to electronically submit invoices and receiving reports,
 - Receiving Activities to inspect, accept, receive, and submit electronically.



Why WAWF ?

- It's the Law
 - Mandated by Public Law: Section 1008 of National Defense Authorization Act of FY 2001
- DFARS Clause 252.232-7003 (DFARS 232.7004)
 - Requires electronic invoicing/receiving reports
 - Requires electronic supporting documentation
- Army Mandated Korea-wide!
 - Effective 1 October 2010, 175th FMC will no longer accept paper copies of manual receiving reports

WAWF Benefits

- Ability to submit documents electronically in compliance with public law
- Global Accessibility
- Eliminates Lost or Misplaced Documents
- Accuracy of Documents
- Secure & Auditable Transactions
- Enables Your Organization to take Maximum Benefit of Discounts
- Enables Timely & Accurate Payments
- Less re-keying and higher data accuracy

WAWF According to DoDAACs

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

UNRESTRICTED

SET ASIDE: % FOR

SMALL BUSINESS

HUBZONE SMALL BUSINESS

(BIA)

NAICS: _____

SIZE STANDARD: _____

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED

SEE SCHEDULE

13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)

13b. RATING: _____

14. METHOD OF SOLICITATION

RFQ IFB RFP

15. DELIVER TO

CODE: **N65888**

16. ADMINISTERED BY

SEE BLOCK 9

17a. CONTRACTOR OFFEROR

CODE: **1M3W0** FACILITY: _____

18. PAYMENT WILL BE MADE BY

CODE: **N68688**

DFAS
 SAN DIEGO CA 9123-1848

CACI
 CHANTILLI VA 22204-1234

TELEPHONE NO.: _____

Create New Document

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

Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC
N0024404F5010	1M3W0		N68688

Issue Date	IssueBy DoDAAC	Admin DoDAAC *	InspectBy DoDAAC / Ext.	Mark For Code / Ext.

Ship To Code * / Ext.	Ship From Code / Ext.	LPO DoDAAC * / Ext.

Document Selected:

Invoice and Receiving Report (Combo) Destination Inspection / Destination Acceptance

Continue Return Reset Page Help

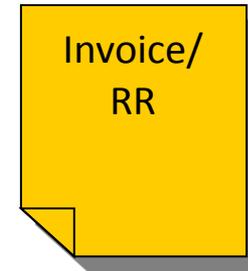
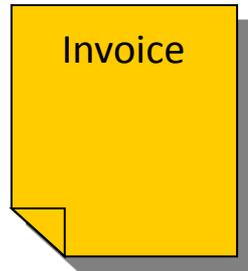
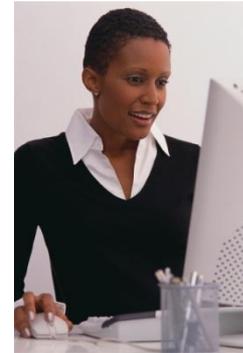
Know DODAAC???

Stand-Alone Invoice Workflow

Contractor



Pay Office



***Invoice Travels directly to Paying Office**

Invoice 2-in-1 Workflow

Contractor



**Inspector
(Optional)**

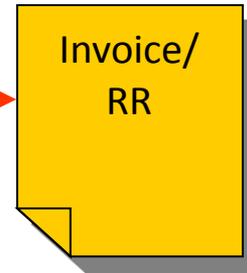
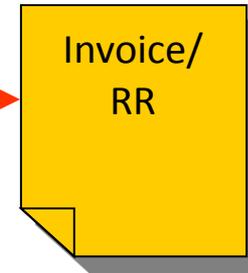
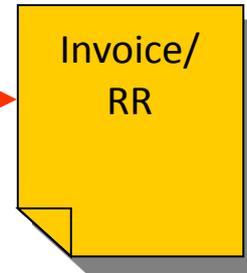
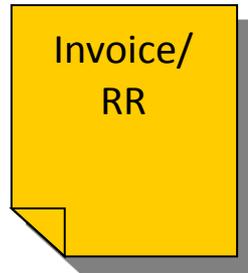
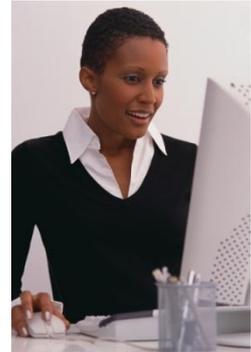


Acceptor



**LPO
Local
Processing
Official
(Optional)**

**Paying
Office**



***Invoice and Receiving Report Travel as One Document**

Combo (Invoice/RR) Workflow

Vendor



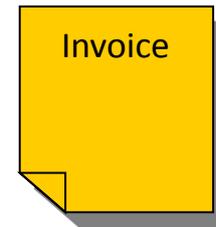
**Inspector
(Optional)**



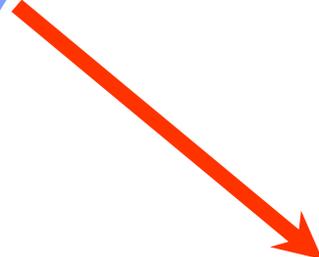
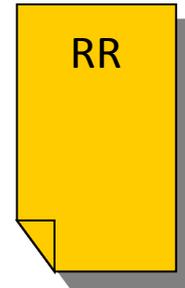
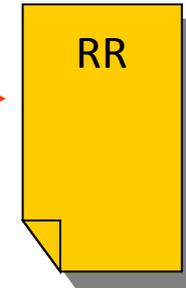
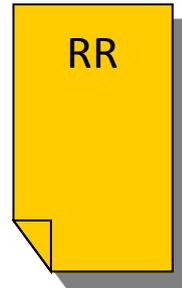
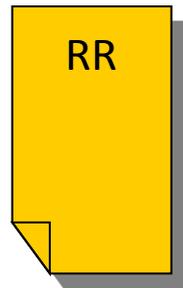
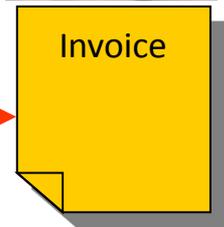
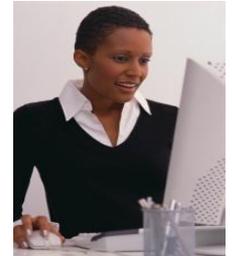
Acceptor



**LPO
Local
Processing
Official
(Optional)**



**Paying
Office**



****Invoice and Receiving Report Travel as 2 Separate Documents**

WAWF References

WAWF User Tools and Guide :

<http://www.dfas.mil>

> Contract/Vendor Pay > Electronic Commerce > WAWF > Vendor Tools

* WAWF Vendor “Getting Started” Guide (Korean Translation Version 5.0) is available now in the website.

- WAWF User Training Website:

<https://wawftraining.eb.mil>

- WAWF Production Website:

<https://wawf.eb.mil>

WAWF References

- Local WAWF Help Desk: 0800-1700
Email: drowawf175fmc@korea.army.mil
DSN 315-723-4591
COMM 0505-723-4591
- Stateside WAWF Help Desk for Vendor
Email: cscassig@csd.disa.mil
Phone: 1-801-605-7095

WAWF Registration - Vendor

**Presented by : Hong-Heyliger,
Seo Youn
Accounting Technician**

Wide Area Workflow 5.0

Notice

You are accessing a U.S. Government (USG) information system (IS) that is provided for USG authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

The USG routinely intercepts and monitors communications occurring on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.

At any time, the USG may inspect and seize data stored on this IS.

Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.

This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.

Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

Notice

Wide Area Workflow is best experienced at a screen resolution greater than 1024 x 768.

WARNING!

Please **DO NOT** use the browser **BACK BUTTON** within the WAWF application.

The use of the browser's **BACK BUTTON** is not supported within the WAWF application when completing electronic forms.

Use of this button will cause the loss of data not yet saved to the server and will result in the application not performing as intended.

DO NOT use the backspace key in any uneditable field, as this will function as the back button.

Where they exist, use the **PREVIOUS** or **CANCEL** buttons to return to a previous page within the WAWF application.

The security accreditation level of this site is Unclassified FOUO and below.

Do not process, store, or transmit information classified above the accreditation level of this system.



Accept

Click on "Accept" button.

Click on "Registration" under New User?

Wide Area Workflow 5.0

Home

Login to WAWF

User ID *

[Forgot your User ID?](#)

Password *

[Forgot your Password?](#)

Login

* Asterisk indicates required entry.

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



WAWF
Wide Area Workflow

Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ Site Index

Select Radio Button for User ID/Password and Vendor

Wide Area Workflow 5.0.1

Home

Registration

User Authentication Type >>

How will you be accessing WAWF? *

- User ID \ Password
- Common Access Card
- Software Certificate

What Roles will you be registering for? *

- Vendor
- Government

* Asterisk indicates required entry.

Next

Help

Click the Edit link next to User Profile

Wide Area Workflow 5.0

[Home](#)

Registration

[User Authentication Type >>](#) [Data Capture >>](#)

User Profile * [\(Edit\)](#)

First Name	Last Name	Commercial Telephone	DSN Telephone	Organization	Email Address	Title	Rank/Grade
------------	-----------	----------------------	---------------	--------------	---------------	-------	------------

User Authentication * [\(Edit\)](#)

User ID	Password
---------	----------

User Security Questions * [\(Edit\)](#)

Security Question	Security Answer
-------------------	-----------------

Vendor User Roles * [\(Add\)](#)

Administrative User Roles * [\(Add\)](#)

* Asterisk indicates required entry.

Enter required data and click Save

Wide Area Workflow 5.0

Home

Registration - Edit User Profile

First Name *

Last Name *

Commercial Telephone *

DSN Telephone

Organization *

Title *

Email Address *

Confirm Email *

Rank/Grade

* Asterisk indicates required entry.

Save

Cancel

Help

Enter User ID and Password by following the rules

Wide Area Workflow 5.0.1

Home

Registration - Edit Authentication

User ID Rules

- Minimum 8 characters
- May contain ONLY the following special characters ~ ! # \$ ^ _ { }
- Must not already be registered in WAWF.

User ID *

Password Rules

- Minimum 8 characters
- Must contain at least 1 capital letter
- Must contain at least 1 lower case letter
- Must contain at least 1 number
- Must contain at least 1 special character
- Cannot contain consecutive characters (abc or cba)
- Cannot contain repeating characters (aa, bb, etc)
- Cannot contain the same character more than twice
- Entered passwords must be different from last 10 passwords used
- Cannot be changed within 24 hours

New Password *

New Password Confirmation *

* Asterisk indicates required entry.

Save

Cancel

Help

Enter Edit Security Questions

Wide Area Workflow 5.0.1

Home

Registration - Edit Security Questions

Answers might be obtained via googling, blogs, personal websites, genealogy charts, online social networks (facebook, myspace, etc), high school website, picture sites (flickr, photobucket, shutterfly), online phone books, reverse phone look-ups, and other online resources.

WAWF suggests picking unique security questions/answers which cannot be looked up via the aforementioned means.

Security Question 1 *

Where is your high school located? ▼

Security Question 1 Answer *

Security Question 1 Answer Confirmation *

Security Question 2 *

Where is your high school located? ▼

Security Question 2 Answer *

Security Question 2 Answer Confirmation *

Security Question 3 *

Where is your high school located? ▼

Security Question 3 Answer *

Security Question 3 Answer Confirmation *

* Asterisk indicates required entry.

Save

Cancel

Help

Add Admin. Role first. Once activated, add Vendor Role or have other users enroll as Vendor Roles.

Wide Area Workflow 5.0.1

[Home](#)

Registration

[User Authentication Type](#) >> [Data Capture](#) >>

User Profile * [\(Edit\)](#)

First Name	Last Name	Commercial Telephone	DSN Telephone
------------	-----------	----------------------	---------------

User Authentication * [\(Edit\)](#)

User ID	Password
soyohong	*****

User Security Questions * [\(Edit\)](#)

Security Question	Security Answer
What is your favorite color?	*****
Where is your high school located?	*****
What is your best friend's name?	*****

Vendor User Roles * [\(Add\)](#)

Administrative User Roles * [\(Add\)](#)

* Asterisk indicates required entry.

Click Accept

Home

Registration - View & Accept Information System User Agreement

STANDARD MANDATORY NOTICE AND CONSENT PROVISION FOR ALL DOD INFORMATION SYSTEM USER AGREEMENTS

By signing [or clicking-through] this document, you acknowledge and consent that when you access Department of Defense (DoD) information systems:

You are accessing a U.S. Government (USG) information system (IS) (which includes any device attached to this information system) that is provided for U.S. Government authorized use only.

You consent to the following conditions:

The U.S. Government routinely intercepts and monitors communications on this information system for purposes including, but not limited to, penetration testing, communications security (COMSEC) monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counter-intelligence (CI) investigations.

At any time, the U.S. Government may inspect and seize data stored on this information system.

Communications using, or data stored on, this information system are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any U.S. Government-authorized purpose.

This information system includes security measures (e.g., authentication and access controls) to protect U.S. Government interests--not for your personal benefit or privacy.

Notwithstanding the above, using an information system does not constitute consent to personnel misconduct, law enforcement or counterintelligence investigative searching or monitoring of the content of privileged communications or data (including work product) that are related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Under these circumstances, such communications and work product are private and confidential, as further explained below:

Nothing in the User Agreement shall be interpreted to limit the user's consent to, or in any other way restrict or affect, any U. S. Government actions for purposes of network administration, operation, protection, or defense, or for communications security. This includes all communications and data on an information system, regardless of any applicable privilege or confidentiality.

The user consents to interception/capture and seizure of ALL communications and data for any authorized purpose (including personnel misconduct, law enforcement, or counterintelligence investigation). However, consent to interception/capture or seizure of communications and data is not consent to the use of privileged communications

Accept Previous Help

E-mail Notifications

- ✓ The Confirmation of registration screen displays.
- ✓ You will receive the first e-mail containing your User ID and your Role to notify the registration is submitted.
- ✓ In a few days, you will receive the second e-mail to notify your account has been activated by customer service center for Admin. Role or by your administrator for Vendor Role.
- ✓ IF not, please contact Customer Service for support.

myInvoice

- myInvoice is a web-based application developed for contractors to obtain the status of their invoices.
- Government users can also use myInvoice to obtain the status of vendor's invoices.
- In addition to querying data on the screen, users can download myInvoice information for further analysis.

Instructions

The screenshot shows the myInvoice website in a Microsoft Internet Explorer browser window. The address bar displays <https://myinvoice.csd.disa.mil/GenInfo.html>. The page title is "myInvoice" and the date is "Thursday, April 06, 2006". The navigation menu includes "Home", "Instructions", "News", "F.A.Q.", and "Links". The "Instructions" section is expanded, showing several categories of links:

- Registration Instructions**
 - [U.S. Vendor](#) (MS Word)
 - [Foreign Vendor](#) (MS Word)
 - [Government User](#) (MS Word)
- Java Plug-in**
 - [Java Instructions](#) (MS Word)
 - [Current Sun Java Download](#)
 - [Download J2RE Sun Java Plug-in 1.5.0_02](#)
- How to Change Your PIN** (MS Word)
- How to Retrieve Reports** (MS Word)
- How to Save Reports to a Spreadsheet** (MS Word)
- How to Save Reports to a Comma Delimited File** (MS Word)

File Layouts

- [File Layout for Government Users](#) (MS Excel)
- [File Layout for Vendors](#) (MS Excel)

Templates

- [Spreadsheet Template for Vendors](#) (MS Excel)
- [Spreadsheet Template for Government Users](#) (MS Excel)

Reason/Remark Codes

- [MOCAS Reason and Remark Codes](#)
- [Interest](#)
- [Adjustments](#)

A callout box with a black border and red text is positioned on the right side of the page. It contains the text: "Registration, Java Plug-in, and Report/Query instructions are provided on this page along with the MS Excel template and the MOCAS Reason and Remark Codes." Five black arrows originate from the left side of this callout box and point to the following links: "U.S. Vendor", "Java Instructions", "How to Retrieve Reports", "Spreadsheet Template for Vendors", and "MOCAS Reason and Remark Codes".

myInvoice Home Page

https://myinvoice.csd.disa.mil/index.html - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://myinvoice.csd.disa.mil/index.html

Thursday, April 06, 2006

myInvoice

Home Instructions News F.A.Q. Links

- [Log-In](#)
- ["How to" Instructions](#)
- [Government Registration](#)
- [Vendor Registration](#)
- [Foreign Vendor Registration](#)

After visiting the Instructions page, select the appropriate Registration form or Log-in if you have already registered.

In order to be compliant with our internal security requirements, it is suggested that Sun Java plug-in version 1.4.2_08 or higher be used with myInvoice. If you do not have a Sun Java plug-in on your PC, you will be prompted to install version 1.5.0_02.