

Wide Area Workflow (WAWF)

Vendor Overview



Wide Area Work Flow (WAWF)

Bill Horton

US Army MEDCOM

210-295-2896

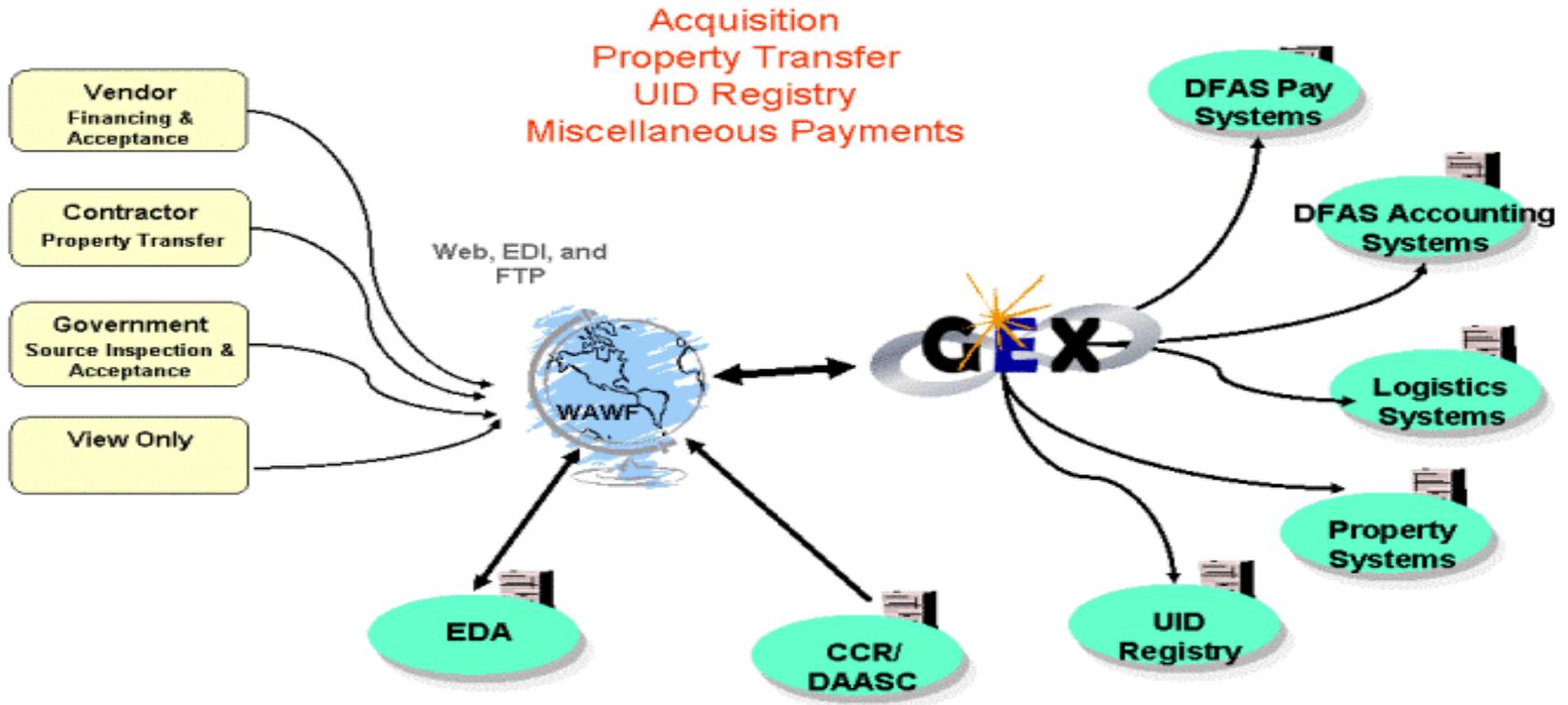
william.h.horton@us.army.mil

Objectives

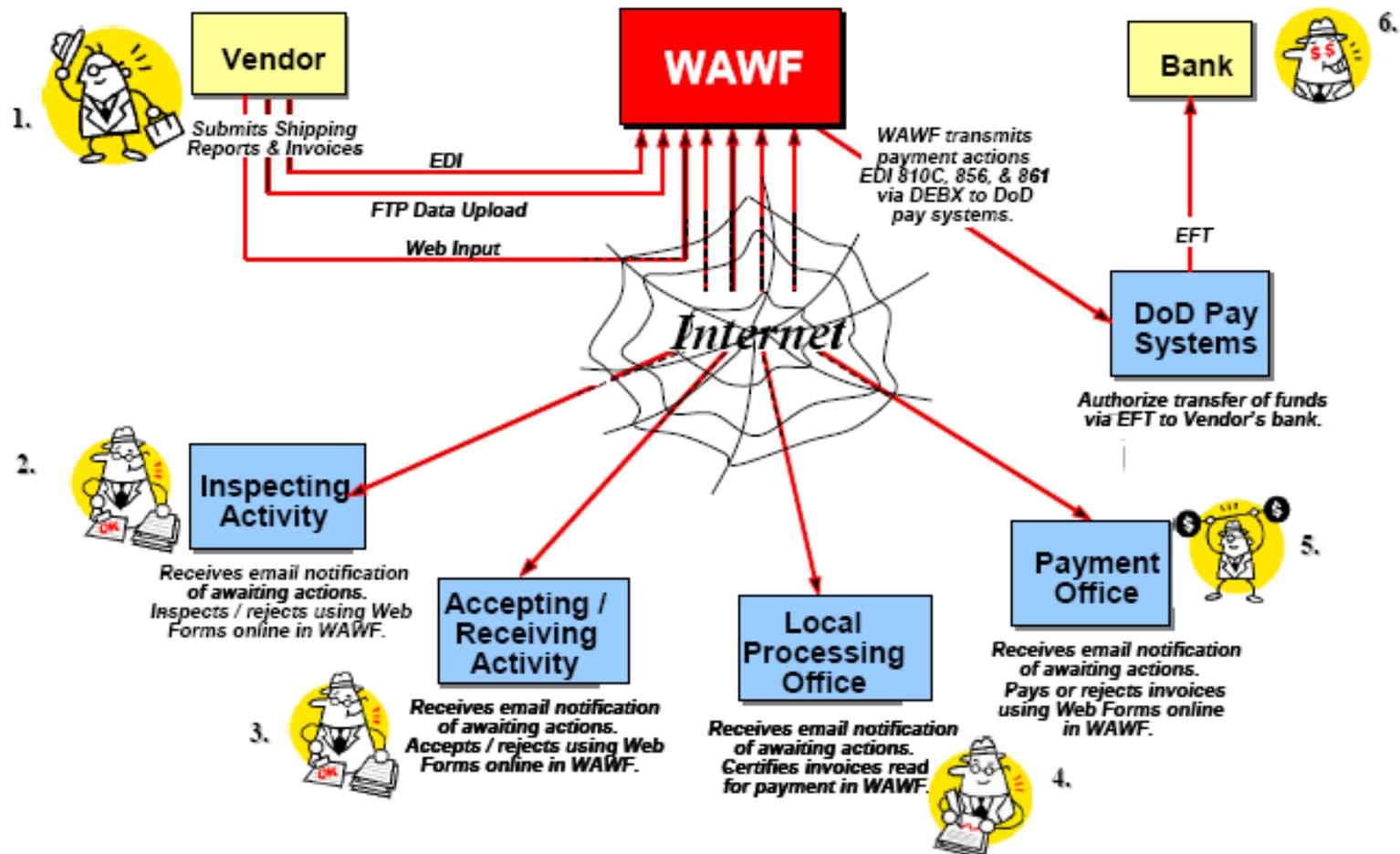
- After this briefing, you'll be able to:
 - Comprehend how the e-Commerce system functions.
 - Understand the requirements to obtain a WAWF account.
 - List the processes a vendor can perform in WAWF-RA.
 - Locate reference information and tables needed for creating documents.
-

Advantages & Functionality

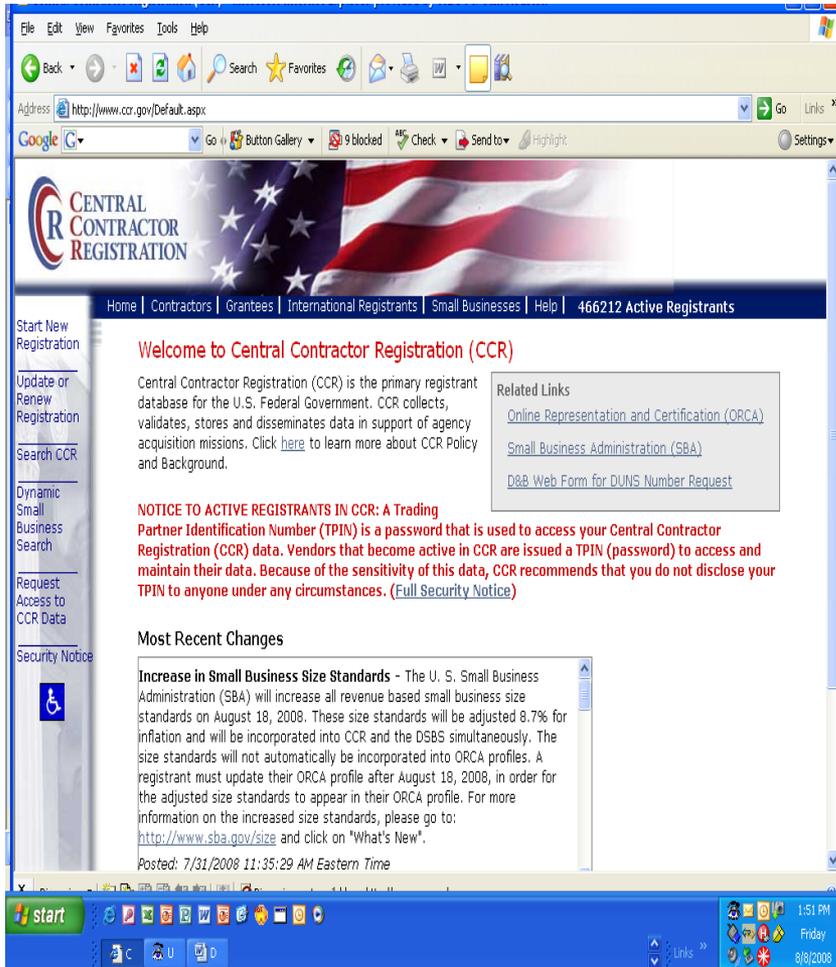
Wide Area Workflow (WAWF)



How WAWF Functions



Prior to Obtaining a WAWF Account



- Verify your CCR registration and CAGE Code appointments at <http://www.ccr.gov>.
- The registered Primary or Alternate Electronic Business Point Of Contact (EBPOC), must establish a Group in WAWF with their Company's assigned CAGE Code.

Prior to Obtaining a WAWF Account

Points of Contact

Government Business POC Primary

Name: RONALD SCHNEIDER
Address Line 1: CACI, INC., FEDERAL
Address Line 2: 1100 N GLEBE RD
City: ARLINGTON
State: VA
Zip/Postal Code: 222014797
Country: USA
U.S. Phone: (703) 841-7800 Ext:
Non-U.S. Phone:
Fax: (703) 841-7802

Government Business POC Alternate

Name: RONALD SCHNEIDER
Address Line 1: CACI, INC., FEDERAL
Address Line 2: 1100 N GLEBE RD
City: ARLINGTON
State: VA
Zip/Postal Code: 222014797
Country: USA
U.S. Phone: (703) 841-7800 Ext:
Non-U.S. Phone:
Fax: (703) 841-7802

Past Performance POC Primary

Name: WALTER MILTON
Address Line 1: CACI, INC., FEDERAL
Address Line 2: 1100 N GLEBE RD
City: ARLINGTON
State: VA
Zip/Postal Code: 222014797
Country: USA
U.S. Phone: (703) 841-7859 Ext:
Non-U.S. Phone:
Fax: (703) 528-7232

Past Performance POC Alternate

Name: THOMAS HERRIGAN
Address Line 1: CACI, INC., FEDERAL
Address Line 2: 1100 N GLEBE RD
City: ARLINGTON
State: VA
Zip/Postal Code: 222014797
Country: USA
U.S. Phone: (703) 841-2996 Ext:
Non-U.S. Phone:
Fax: (703) 528-7232

Electronic Business POC Primary

Name: C K BREWER
Address Line 1: CACI, INC., FEDERAL
Address Line 2: 1100 N, GLEBE ROAD
City: ARLINGTON
State: VA
Zip/Postal Code: 222014797
Country: USA
U.S. Phone: (703) 841-7929 Ext:

Electronic Business POC Alternate

Name: C K BREWER
Address Line 1: CACI, INC., FEDERAL
Address Line 2: 1100 N, GLEBE ROAD
City: ARLINGTON
State: VA
Zip/Postal Code: 222014797
Country: USA
U.S. Phone: (703) 841-7929 Ext:

- Primary or Alternate EBPOC will call WAWF Help Desk 1-866-618-5988 or send email to cscassig@csd.disa.mil to establish a Group in WAWF with your CAGE Code.
- Self Register within WAWF at <https://wawf.eb.mil> while on the phone with WAWF Help Desk.
- EBPOC will enroll at the same time for the role as a GAM and a Vendor.

Obtaining a WAWF Account

WAWF Self Registration
* indicates mandatory field

First Name *	Last Name *
Commercial Telephone *	DSN Telephone
Rank/Grade (Mandatory for Government Users)	E-mail Address *
Job Description *	Title *

1. Fill in the self Registration information

WAWF Self Registration
* indicates mandatory field

Logon Method *

User ID and Password
 DoD or ECA Software Certificate
 DoD Common Access Card

2. Select UserID/Password

User ID*

wawfuser1

3. Establish a UserID – case sensitive

Role

Group Administrator

4. **EBPOC select the role of GAM & Vendor**
All other company employees enroll as a Vendor only.



5. Enter Company CAGE code do not use the extension field.

Obtaining a WAWF Account

WAWF Self-Registration

* indicates mandatory field

Profile Information

First Name	Last Name	Commercial Phone	DSN Phone	E-mail	Rank	Title	Job Description	Action
John	Doe	9999999999		wawf1@wawf.com	WAWF	WAWF	WAWF	

User ID

User ID	Action
wawfuser1	

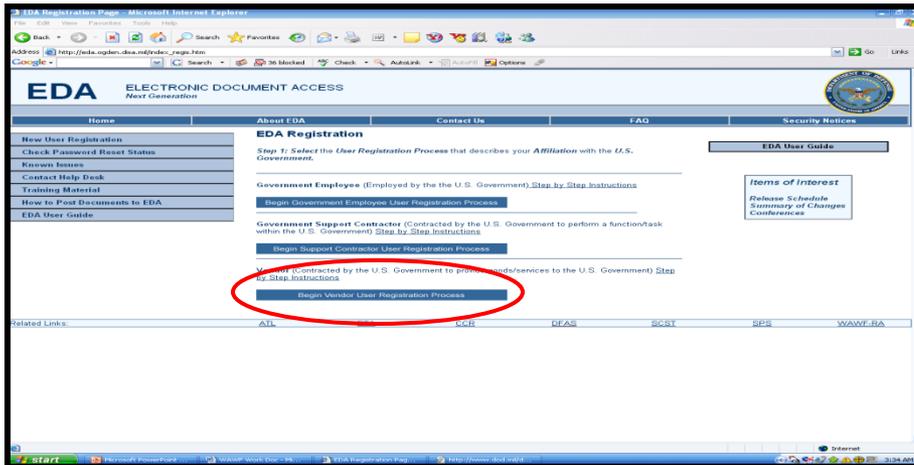
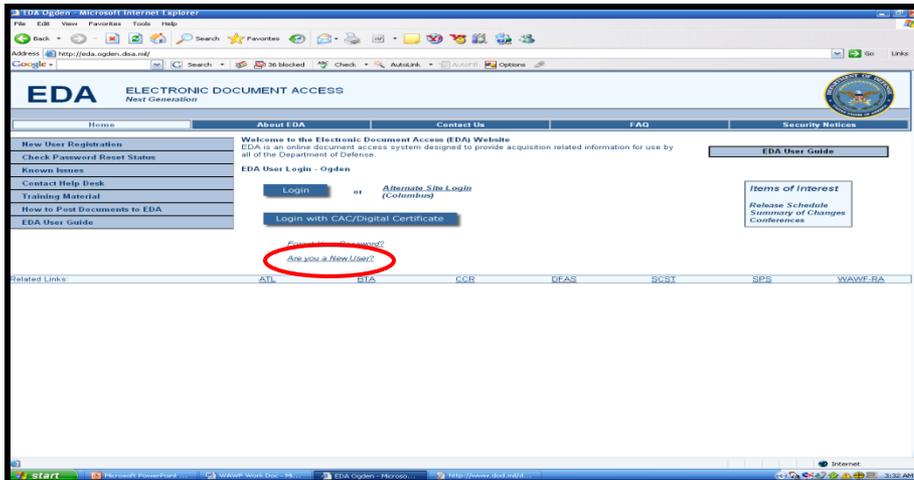
Role Information

Role	Group	Code	Extension	Action
Vendor	VENDOR	1M3W0		 

STATEMENT OF ACCOUNTABILITY*

- Review the Profile information you have entered. If you need to register for another role or additional cage code click on the Add icon  under “Role Information” titled Action to add an additional role.
- Other Icons within WAWF:
 Edit,  Delete
- Upon activation a one-time temporary password will be sent in an email. You must establish a standard password.
- After reviewing all data for accuracy click on the Statement Of Accountability and then on Register Now.

Electronic Document Access



- Electronic Document Access (EDA) will give you access to your governmental contracts and all modifications that possess your CAGE code.
- EDA contains your road map which is the government contract. The contract includes the routing codes and required data to conduct proper business with the U.S. Government.
 - To Obtain an EDA account go to: <http://eda.ogden.disa.mil/>
 - To learn how to read a contract go to: <http://www.dod.mil/>

WAWF Document Creation and Routing

Red Arrows – WAWF pre-populates data

Green Arrows – WAWF pre-populates some of the data

Vendor (Contractor/Offer) accesses with Vendor Cage code to create a document and puts Contract Number in contract field of WAWF document being created.

Order number on contract must be put in the Delivery Order field of document IF there is an order number on the contract.

When WAWF locates a contract in EDA this information will be pre-populated in the WAWF routing fields.

The Deliver To DoDAAC is entered in the "Ship To/Service Acceptor Field by the Vendor in WAWF. This should be the DoDAAC the Inspector/Acceptor are registered under in WAWF. There may be further invoicing instructions in the body of the contract.

Detail for the line item tab will be found on the contract item information.

OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 29				1. REQUISITION NUMBER W81NTE62348522	PAGE 1 OF 9
2. CONTRACT NO. GSO2F0005L		3. AWARD/EFFECTIVE DATE 29-Sep-2006		4. ORDER NUMBER W81K00-06-F-0851	
7. FOR SOLICITATION INFORMATION CALL:			5. SOLICITATION NUMBER		6. SOLICITATION ISSUE DATE
9. ISSUED BY GREAT PLAINS REGIONAL CONTRACTING OFFICE MCAA GP BANC 3851 ROGER BROOKE DR FORT SAM HOUSTON TX 78234-6200			b. TELEPHONE NUMBER (No Collect Calls)		8. OFFER DUE DATE/LOCAL TIME
15. DELIVER TO BROOK ARMY MEDICAL CENTER MATERIAL BR LOG DIV BLDG 3600 SHIP RECEIVING 3851 ROGER BROOKE DR FORT SAM HOUSTON TX 78234-6200			10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE: % FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS 8(A) NAICS: SIZE STANDARD:		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) <input type="checkbox"/> 13b. RATING 14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP
17a. CONTRACTOR/OFFEROR MEDICAL TRAINING CONSULTANTS INC DFAS TV NURSE CONSULTANTS INC 9100 BRIDGEPORT WAY SW SUITE A LAKEWOOD WA 98499-2418			18. ADMINISTERED BY GREAT PLAINS REGIONAL CONTRACTING OFFICE MCAA GP BANC M COBURN 3851 ROGER BROOKE DR FORT SAM HOUSTON TX 78234-6200		12. DISCOUNT TERMS NET 30 DAYS
17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER			18a. PAYMENT WILL BE MADE BY DFAS ROME (ARMY UNIFORM PAY) ATTN: DFAS-RO 325 BROOK ROAD ROME NY 13441-7777		
19. ITEM NO.			20. SCHEDULE OF SUPPLIES/SERVICES SEE SCHEDULE		21. QUANTITY
					22. UNIT
					23. UNIT PRICE
					24. AMOUNT

W81K00-06-F-0851
Page 3 of 9

Section SF 14 CONTINUATION SHEET

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	SIMMAN MANIKIN ONLY FFP PART NUMBER 211-00050 FOB: Destination PURCHASE REQUEST NUMBER: W81NTE62348522	3	Each	\$17,797.50	\$53,392.50
NET AMT					\$53,392.50
ACRN AA CIN: W81NTE623485220001					\$53,392.50

WAWF Vendor Processes

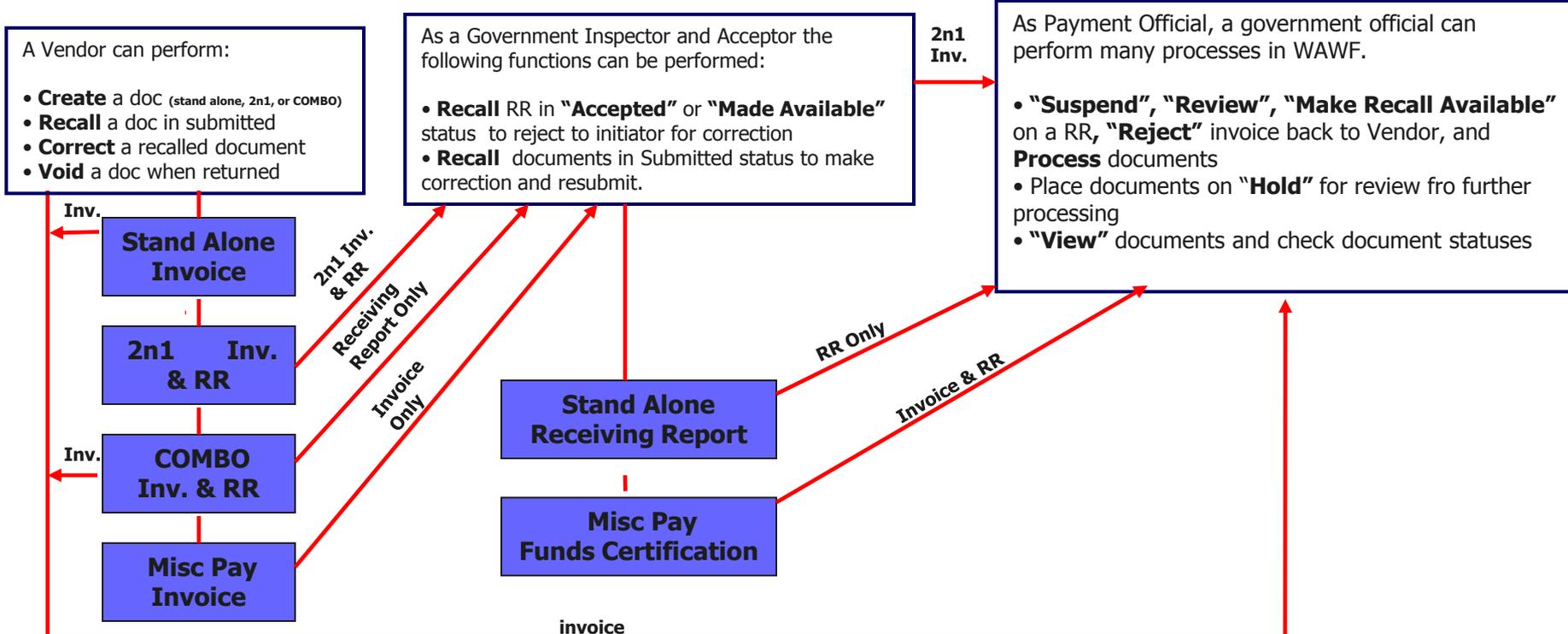
- **As a vendor, you can perform many processes in WAWF-RA. You can:**
 - **Create and submit documents** (*invoices and receiving reports*).
 - **View documents you have submitted and check their status.**
 - **Correct and resubmit rejected documents**
 - **Void documents you submitted** (*in some cases*).
 - **Recall documents you submitted** (*if they have not been processed*), **make changes and resubmit them.**
-

Document Types and Functionality

Vendor

Government

Pay Official



- Other Vendor create documents**
- Misc. Pay
 - Cost Voucher
 - Grant Cooperative Agreement
 - Progress Payment
 - Construction
 - Commercial Item Financing
 - Performance Based Payment



Wide Area Workflow

UserID: Armyven01

[Home / Log Out](#)

[Customer Support](#)

[eB Policy Support Center](#)

[My Profile Maintenance](#)

[My Role Maintenance](#)

[Add Additional Role](#)

[+] [Vendor](#)

[Software User's Manual](#)

[Software User's Manual for GAMs](#)

[Software User's Manual for Special Users](#)

[Submit User Feedback](#)

[+] [Documentation](#)

[+] [Data Lookup](#)

WAWF-RA Menu

- When you first log on to WAWF-RA, the Vendor sidebar menu appears.
- At the top are the Home link (used to log out) and the Maintenance links. These are explained in the Vendor Logon lesson.
- At the bottom of the sidebar menu are hyperlinks to useful reference information.
- In the middle is the Vendor submenu. It provides access to all the document processes you can perform in WAWF-RA.

NOTE: When you first logon, the Vendor submenu will have a plus sign (+) in front of it. To display the submenu links, click the plus sign (+).

WAWF-RA Menu/Submenus

UserID: Armyven01

[Home / Log Out](#)

[Customer Support](#)

[eB Policy Support Center](#)

[My Profile Maintenance](#)

[My Role Maintenance](#)

[Add Additional Role](#)

[\[-\] Vendor](#)

[Create New Document](#)

[Create Misc. Pay](#)

[View Vendor Documents](#)

[Access Rejected Receiving Reports](#)

[Access Rejected Invoices](#)

[Documentation Required](#)

- After you click the plus sign (+), the Vendor submenus appear and the sign changes to a minus (-). The Vendor submenus remain visible when you change pages.
- There are four Vendor submenus. Each one links to on-line forms and pages similar to the paper documents you are accustomed to processing as a Vendor.
- The submenus are:
 - Create New Documents
 - Create Misc. Pay – directed by contract
 - View Vendor Documents
 - Access Rejected Receiving Reports
 - Access Rejected Invoices

Create New Document

- We will continue by looking at each submenu section.
- First, let's take a look at the section - Create New Document.



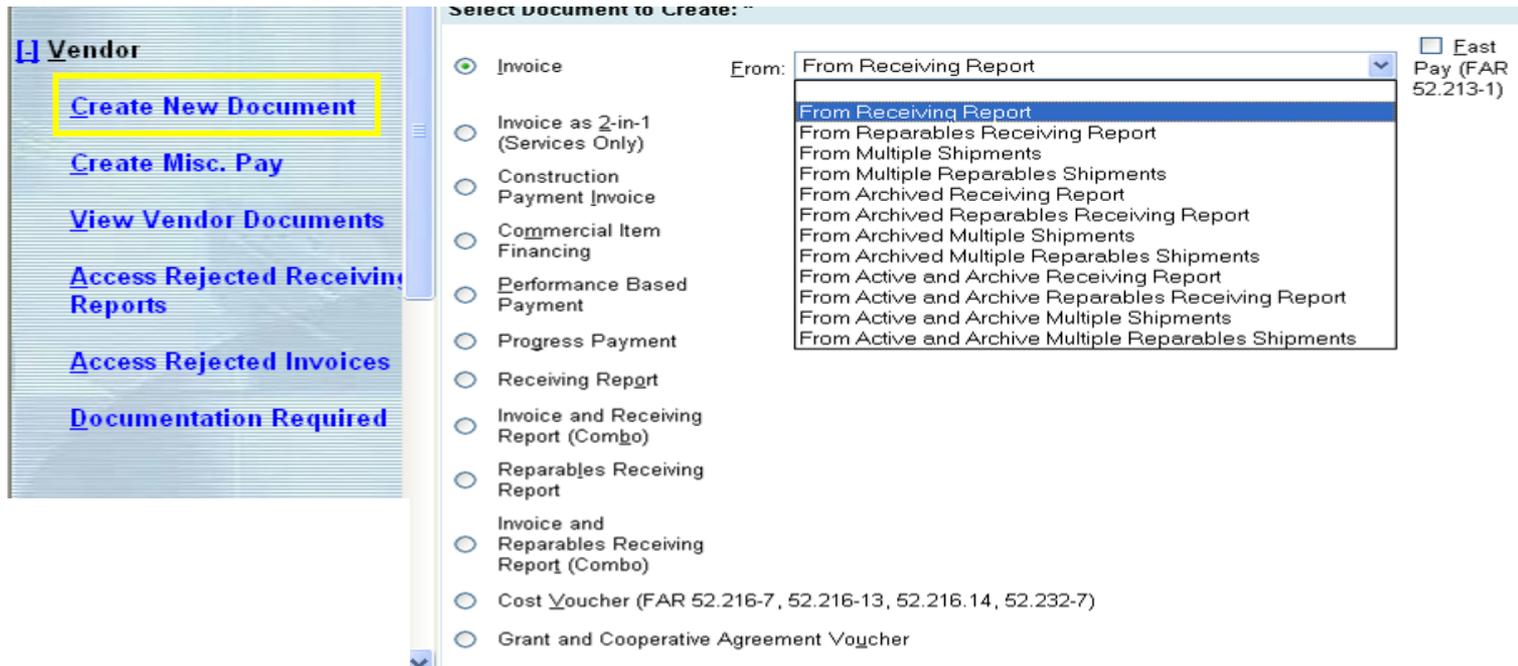
Please start by selecting one of the links from the left menu.

WARNING!

- If using a word processor program (i.e. Microsoft Word, WordPerfect, Microsoft WordPad, Microsoft Write, etc.) to create FTP files, EDI files, or to cut-and-paste text field data into the WAWF Web application, then the text must first be cut/copied out of the word processor program and pasted into Microsoft Notepad, or another ASCII text editor and saved in the text editor, before sending the data to WAWF. This converts the text to text-only format and removes control characters that contain formatting information.
- 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.
- Where they exist, use the **RETURN** or **BACK** buttons to return to a previous page within the WAWF application.
- In data capture and when reviewing documents, you may move from tab to tab to work with the various information categories, e.g., Document Header, Addresses, Comments, Line Items, etc.

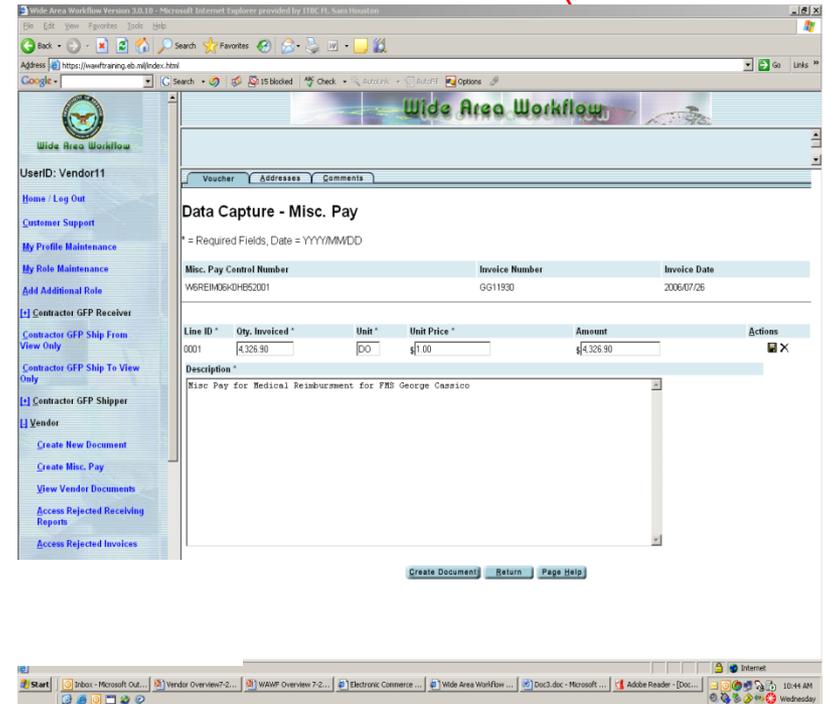
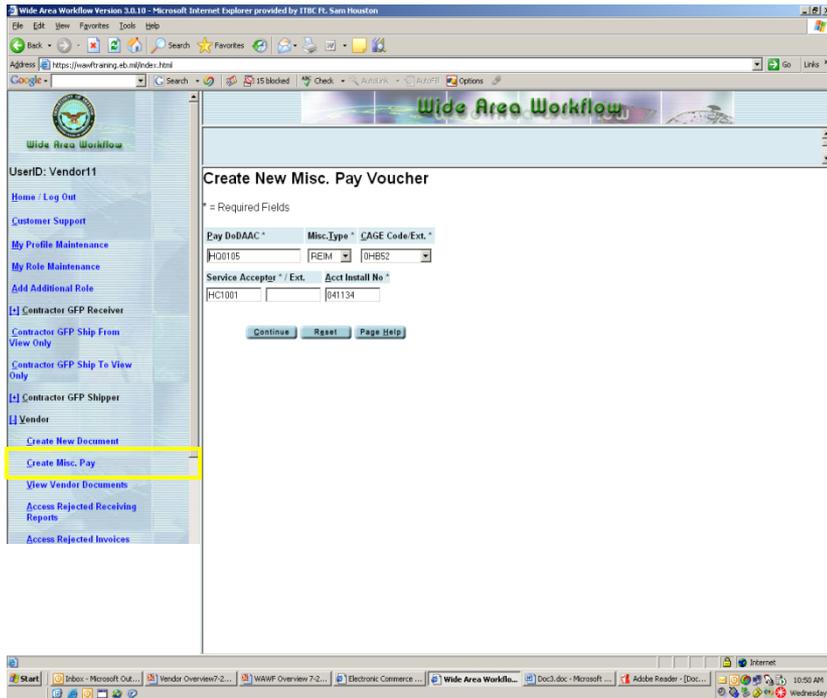
Create New Document

- From the Create New Documents submenu you can:
 - Select the type of document to be created.
 - Enter routing and shipment information.
 - Offer payment terms (discount information).
 - Add line item details, comments, and attachments.
- The screen pictured below shows the screen from which you select the type of document you need to create based on your contracts invoicing instructions.



Miscellaneous Pay

- Use Miscellaneous Pay functions when directed to invoice per your Contracting Activity or a Government Budget Officer.
- Icons for Misc. Pay functions are: To save data  or delete data 



WAWF-RA Submenus

- Let's look at the next three submenus on the Vendor sidebar menu. They open History folders that lets you access documents you have already created or documents returned by your COR or DFAS for correction.



Please start by selecting one of the links from the left menu.

WARNING!

- If using a word processor program (i.e. Microsoft Word, WordPerfect, Microsoft WordPad, Microsoft Write, etc.) to create FTP files, EDI files, or to cut-and-paste text field data into the WAWF Web application, then the text must first be cut/copied out of the word processor program and pasted into Microsoft Notepad, or another ASCII text editor and saved in the text editor, before sending the data to WAWF. This converts the text to text-only format and removes control characters that contain formatting information.
- 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.
- Where they exist, use the **RETURN** or **BACK** buttons to return to a previous page within the WAWF application.
- In data capture and when reviewing documents, you may move from tab to tab to work with the various information categories, e.g., Document Header, Addresses, Comments, Line Items, etc.

WAWF-RA Submenus

- The View Vendor Documents folder is a history folder. It provides access to documents that have already been submitted. Here you can check the status, recall, and void your documents.



Wide Area Workflow

[Home / Log Out](#)

[My Profile Maintenance](#)

[Add Additional Role](#)

[Password Maintenance](#)

[Vendor](#)

[Create New Document](#)

[View Vendor Documents](#)

[Access Rejected Receiving Reports](#)

[Access Rejected Invoices](#)

Vendor History Folder for CAGE CODE '0HB52'

Item	Type	Cage Code	Contract Number	Delivery Order	Shipment No	Acceptance Date	Status	Recall RR
1	Combo	0HB52	DAAB0797CB600		1111	2003-02-12	Processed	
2	Combo	0HB52	DAAB0797CB601		1111	2003-02-24	Accepted	
3	Invoice 2in1	0HB52	DAAB0797DB608	0014	SC100	2003-02-03	Certified	
4	Invoice 2in1	0HB52	DAAB0797DB608	0014	SHIP0002		Submitted	R
5	Combo	0HB52	DAAB0797DB608	0014	SHIP0001		Inspected	
6	Combo	0HB52	DAAB0797DB610	0001				
7	Combo	0HB52	DAAB0797DB610	0001	1234		Submitted	
8	Combo	0HB52	DAAB0797DB611	1111				
9	Combo	0HB52	DAAB0797DB611	1111	0001		Submitted	
10	Combo	0HB52	F3460198D0001	UB21	SCA1000		Submitted	R
11	Combo	0HB52	F6460502M1025		AAD1		Submitted	R
12	Combo	0HB52	JITC		0001	2003-02-06	Accepted	

WAWF-RA Submenus

- The Access Rejected Receiving Reports folder provides access to rejected receiving reports. Here you can make changes and resubmit or void rejected receiving reports.

Wide Area Workflow

Home / Log Out
My Profile Maintenance
Add Additional Role
Password Maintenance
Vendor
Create New Document
View Vendor Documents
Access Rejected Receiving Reports
Access Rejected Invoices

Rejected Receiving Reports Folder for CAGE CODE '0HB52' sorted by Contract Number)

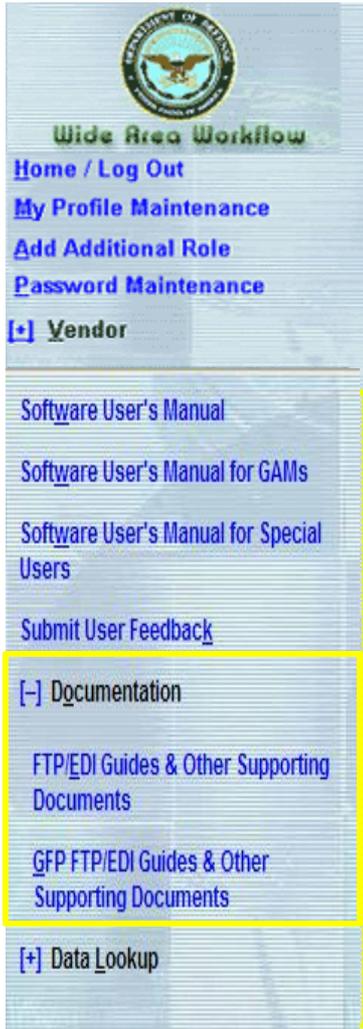
Item	Type	Cage Code	Contract Number	Delivery Order	Resubmit?	Shipment Date	Change DoDAAC	Void?	Amount
1	Receiving Report	0HB52	SONDRARAIDER3		003	2003-02-18	Yes	V	\$4,281,084.00

First Page Next Page Prior Page Last Page

Return

Access Rejected Receiving Reports and Invoice the document type will be different but the folder layout views are the same

Submenu Reference Links



- You will find the reference links at the bottom of the your sidebar menu very useful as you create and submit new documents.
 - FPT/EDI Guides
 - The Software Users Manual
 - Wireless Software Users Manual
 - UID Software Users Manual
 - Units of Measure Table
 - DCMA Admin DODAACs locator
 - Pay DODAACs Table
 - DCAA Audit Office
 - Pay Status (myInvoice)

FTP/EDI Link

- The FPT/EDI Guides portal page contains procedures and forms needed to submit vendor documents to the WAWF-RA system using file transfer protocol (FTP) or electronic data interchange (EDI).
- Vendors who submit a large number of transactions or many line items per transaction can benefit from using one of these two batch feed processes.

[Software User's Manual](#)

[Software User's Manual for GAMs](#)

[Software User's Manual for Special Users](#)

[Submit User Feedback](#)

[Display Units of Measure Table](#)

[Display DCMA Admin DoDAACs](#)

[Display PAY DoDAACs](#)

[Find DCAA DoDAAC in Audit Office Locator](#)

[Pay Status \(VPIS\)](#)

WAWF-RA FTP/EDI Upload - (3.0)

Download Data File Upload Interface Overview

[Secure FTP Guide](#) (21 July 2003)

[FTP Changes](#) (21 July 2003)

[Invoice and Invoice 2n1](#) (To Include Fast Pay & Construction): User Defined Format (UDF) Vendor FTP (08 November 2003) *

[Receiving Report](#): User Defined Format (UDF) Vendor FTP (21 July 2003)

[Cost Voucher](#): User Defined Format (UDF) Vendor FTP (08 November 2003) *

[Summary Cost Voucher](#): User Defined Format (UDF) Vendor FTP (08 November 2003) *

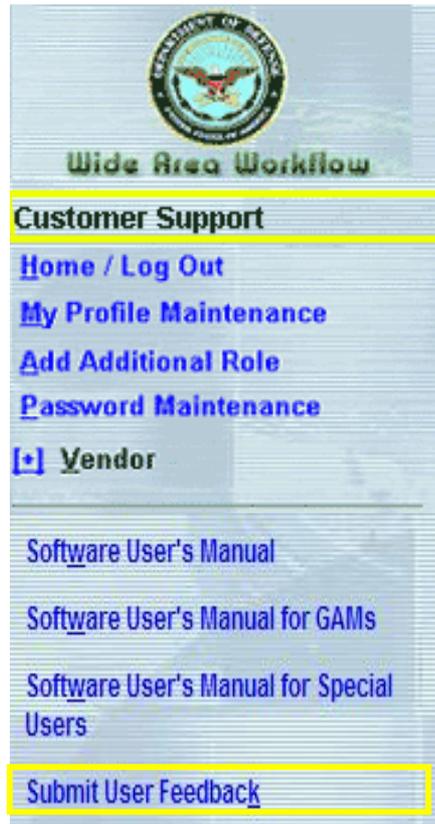
[Progress Payments](#): User Defined Format (UDF) Vendor FTP (21 July 2003)

Software Users Manual

- The Software Users Manual is an on-line user's reference guide to using the WAWF-RA system.
- It contains explanations and procedures for working in the WAWF-RA system. You can reference keywords by the Index, Search, or Glossary. You can print procedural steps for your work processes.
- Government Users and Vendors will use the Wireless Software Users Manual.
- The UID Software Users Manual gives you instructions on adding Unique Identifiers (UID) to the documents you create. You will learn more about UIDs in the Vendor Create Documents lessons.

The screenshot displays the website's navigation and content structure. On the left, a vertical menu lists links: [Software User's Manual](#) (highlighted with a yellow box), [Software User's Manual for GAMs](#), [Software User's Manual for Special Users](#), and [Submit User Feedback](#). The central area features a navigation bar with [Contents](#), [Index](#), [Search](#), and [Glossary](#). Below this is a tree view of the manual's contents, including sections like **Working In WAWF**, **WAWF Documents**, and **Basic Document Creation**. On the right, the **WAWF Documents** section is expanded, showing sub-links: [Working With Documents](#), [Document Workflow](#), [Document Life-Cycle](#), [Basic Document Creation](#), and [Specific Document Creation](#).

Requirements Link



- The Submit New Requirements link is only used to create and submit new System Change Requests.
- The vendor should contact the Help Desk (Customer Support) for specific problems with the WAWF production system.

Units of Measure Table

- The Units of Measure Table shows units of measurement and their equivalent unit symbol.

Software User's Manual
Software User's Manual for GAMs
Software User's Manual for Special Users
Submit User Feedback
[+] Documentation
[-] Data Lookup
Display Units of Measure Table
Display Foreign Currency Code Table
Display DCMA Admin DoDAACs
Display PAY DoDAACs
Display Misc. Pay Types
Display Misc. Pay Guidebook (External Link)
Direct Bill Authority Look Up
Find DCAA DoDAAC in Audit Office Locator (External Link)
Pay Status (myInvoice - External Link)

Unit of Measure

Unit	Extension
01	Actual Pounds
02	Statute Mile
03	Seconds
04	Small Spray
05	Lifts
06	Digits
07	Strand
08	Heat Lots
09	Tire
16	115 Kilogram Drum
17	100 Pound Drum
18	55 Gallon Drum

DCMA Admin. DoDAAC

- When creating a document you will use the DoDAACs on your contract. You can validate Defense Contract Management Agency (DCMA) Admin DoDAACs from this search screen only. If not a DCMA contract you will need a copy of the basic contract to validate the Admin DoDAAC.
- Type in a city name or leave the field blank for a complete list of DCMA codes.

- [Software User's Manual](#)
- [Software User's Manual for GAMs](#)
- [Software User's Manual for Special Users](#)
- [Submit User Feedback](#)
- [+] [Documentation](#)
- [-] [Data Lookup](#)
- [Display Units of Measure Table](#)
- [Display Foreign Currency Code Table](#)
- [Display DCMA Admin DoDAACs](#)
- [Display PAY DoDAACs](#)**
- [Display Misc. Pay Types](#)
- [Display Misc. Pay Guidebook \(External Link\)](#)
- [Direct Bill Authority Look Up](#)
- [Find DCAA DoDAAC in Audit Office Locator \(External Link\)](#)
- [Pay Status \(myInvoice - External Link\)](#)

Create New Document

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

Contract Number	Delivery Order	Cage Code / Ext.	Pay DoDAAC
FU6197725608		26512	HQ0346
Issue Date	IssueBy DoDAAC	Admin DoDAAC *	DCAA Auditor DoDAAC * / I
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

WAWF DCMA DoDAACs

ADMIN	LOCATION
S0101A	DCMA BIRMINGHAM
S0102A	DCMA PEMCO AEROPLEX
S1002A	DCMA ORLANDO
S1005A	DCMA LOCKHEED MARTIN ORLANDO

Pay DoDAACs Table

- The Pay DoDAACs Table identifies valid Defense Finance and Accounting Service (DFAS) DoDAACs. When entering payment office location code found on your contract into your invoice or receiving report, you might use this table to validate location code or get a phone number for DFAS customer service.

- [Software User's Manual](#)
- [Software User's Manual for GAMs](#)
- [Software User's Manual for Special Users](#)
- [Submit User Feedback](#)
- [+] [Documentation](#)
- [-] [Data Lookup](#)
- [Display Units of Measure Table](#)
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- [Direct Bill Authority Look Up](#)
- [Find DCAA DoDAAC in Audit Office Locator \(External Link\)](#)
- [Pay Status \(myInvoice - External Link\)](#)

Create New Document

* = Required Fields

Contract Number	Delivery Order	Cage Code / Ext.	Pay DoDAAC *
F4160905C0001	0040	76301	HQ0339
HQ0339	Columbus-MOCAS West		800-756-4571 option 1, then 3
SC0100	Columbus-SAMMS Clothing and Textiles		800-765-4571 option 2, then 2
S33181	Columbus-SAMMS Construction		800-765-4571 option 2, then 2
S33184	Columbus-SAMMS Electronic		800-765-4571 option 2, then 2
S44073	Columbus-SAMMS General		800-765-4571 option 2, then 2
S36054	Columbus-SAMMS Industrial		800-765-4571 option 2, then 2
SC0200	Columbus-SAMMS Medical		800-765-4571 option 2, then 2
HQ0347	DAFS-Indianapolis		888-332-7366 or Comm. 877-952-9392
HQ0105	DNO - Indianapolis		888-332-7366 or Comm. 877-952-9392

DCAA DoDAAC Locator

- Vendors creating a Cost Voucher or Summary Cost Voucher need to enter a DCAA Audit DoDAAC.
- This reference link opens the Defense Contract Audit Agency (DCAA) website. By clicking the menu link "Audit Office Locator", the DoDAAC search page opens. Enter a zip code and the DoDAAC will be displayed.

[Software User's Manual](#)
[Software User's Manual for GAMs](#)
[Software User's Manual for Special Users](#)
[Submit User Feedback](#)
[+] [Documentation](#)
[-] [Data Lookup](#)
[Display Units of Measure Table](#)
[Display Foreign Currency Code Table](#)
[Display DCMA Admin DoDAACs](#)
[Display PAY DoDAACs](#)
[Display Misc. Pay Types](#)
[Display Misc. Pay Guidebook \(External Link\)](#)
[Direct Bill Authority Look Up](#)
[Find DCAA DoDAAC in Audit Office Locator \(External Link\)](#)
[Pay Status \(myInvoice - External Link\)](#)


■ [About DCAA](#)
■ [Directions/Map](#)
■ [Audit Guidance](#)
■ [DCAA Publications](#)
■ [Freedom of Information Act](#)
■ [Links to Other Web Sites](#)
■ [DCAA Points of Contact](#)
■ [Career Center](#)
■ [Audit Office Locator](#)
■ [Home](#)

DCAA Cognizant Field Audit Office (FAO) Locator

Welcome to the DCAA Locator Web Site.

For those contractors using WAWF or other electronic billing systems requiring the use of DoDAAC (DoD Activity Address Codes), the applicable DoDAAC is displayed below. DCAA DoDAACs begin with HAA.

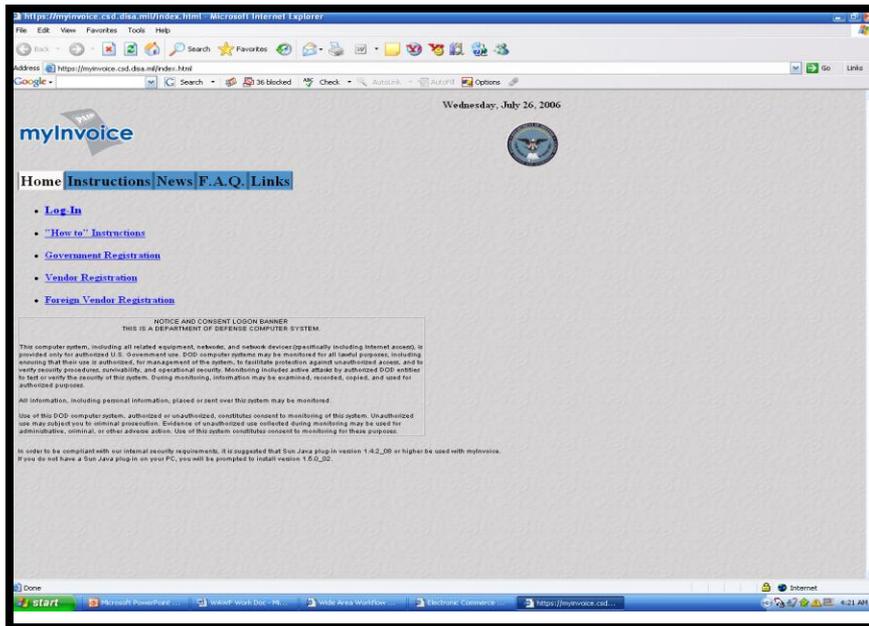
5-digit zip code not found - found records that match first 4-digit zip code

ZIP Code:

Tampa Bay Branch Office- 01271	Remark:
2512 West Bay Drive Largo, FL 33773	Phone No: 727-544-5555 Fax No: 727-543-5555 E-mail: dcaa_a1325@dcaa.mil DoDAAC: HAA540

Pay Status (myInvoice)

- A vendor will use the Pay Status link to find the date of payment of an invoice or receiving report once it has been processed by the government payment office.
- The link opens myInvoice that will display the status of your invoice within DFAS payment process and to determine when scheduled for payment.



The screenshot shows the Vendor Registration form. The form includes the following fields and options:

- Registration Type***: Radio buttons for "New User" and "Re-registrat...".
- User ID***, **PIN***, and **Confirm PIN***: Text input fields.
- Last Name***, **First Name***, and **MI**: Text input fields.
- E-mail Address*** and **Phone***: Text input fields.
- Send Advice of Payment to e-mail address listed ab...**
- CAGE Code**, **DUNS Code**, **TIN**, and **Company Name**: Text input fields.
- Submit**: A blue button at the bottom left.
- Add Rec** and **Delete Re**: Blue buttons on the right side of the form.

Summary

- As a vendor, you can perform many processes in WAWF-RA. You can:
 - Create and submit stand alone invoices
 - Create invoices from a templates or a stand alone receiving report
 - View documents you have submitted and check their status.
 - Correct and resubmit documents that have been rejected.
 - Void documents you have submitted (in some cases).
 - Recall documents you have submitted (*if they haven't been processed*), make changes and resubmit them.
 - The reference links at the bottom of the your sidebar menu are useful resources as you create and submit new documents.
 - FPT/EDI Guides
 - The Software Users Manuals
 - Submit New Requirements
 - Units of Measure Table
 - DCMA Admin DODAACs locator
 - Pay DODAACs Table
 - DCAA Audit Office
 - MyInvoice
-

Information Sources

■ Wide Area Workflow Web Sites

- Production: <https://wawf.eb.mil>
- CBT Training Government & Vendor: <https://wawftraining.eb.mil>
- Formal Vendor Training: <http://www.dod.mil/dfas> - *select Contract/Vendor Pay/electronic commerce for information*

■ DFAS Electronic Commerce:

- DFAS Home Page: <http://www.dfas.mil>
- DFAS eCommerce: <http://www.dod.mil/dfas/contractorpay/electroniccommerce/ECToolBox.html>
- MyInvoice: <https://myinvoice.csd.disa.mil/index.html>

■ Commercial Electronic Commerce Assistance:

- CCR: <http://www.ccr.gov> For assistance call US Phone:1-866-606-8220 - International Phone:334-206-7828
- DUNS: <http://smallbusiness.dnb.com/establish-your-business/12334338-1.html> or call 1-866-594-2464

■ Contact the Ogden Customer Service Center - System

- phone: 1-866-618-5988 listen for Options
- E-mail: cscassig@csd.disa.mil
- EDA: <http://eda.ogden.disa.mil/>
- WAWF Customer Support Toll 1-866-618-5988 / Comm. 801-605-7095 / DSN 388-7095
Email cscassig@csd.disa.mil

Additional Assistance

- Army WAWF Help Desk at: CCO-EC-Army-WAWF-Helpdesk@dfas.mil or call (1-877-2-DA-WAWF)
 - Navy WAWF Help desk at: CCL-EC-Navy-WAWF-Helpdesk@dfas.mil or call (1-877-251-WAWF or 216-522-5341 -local number)
 - DFAS Help Desk Please contact CCO-esolutions-WAWF@dfas.mil
 - DODAAC Search: <https://www.daas.dla.mil/daasinq/DODAAC.asp?cu=d>
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Acronyms

- **FTP:** File Transfer Protocol - Used for Batch Input
 - **EDA:** Electronic Document Access - Contract Information
 - **DAAS:** Defense Activity Address System - Used for DODAAC Validation
 - **PBN:** Business Partner Network - Used for CAGE Code Validation
 - **PSS:** Payment System Specific requirements
 - **GEX:** Global Exchange - Used to Translate EDI to WAWF User Defined File and Vice Versa
 - **GFEBS** - General Fund Enterprise Business System (*Army*)
 - **STARS** – STANDARD ACCOUNTING AND REPORTING SYSTEM (One Bill Pay) (*Navy*)
 - **CAGE** – Commercial Activity/Government Entity
 - **GPC** – Government Purchase Card
 - **CCR** – Central Contract Registration
 - **EB POC** – Electronic Business Point of Contact (*found in CCR under the CAGE Code*)
 - **DUNS** – Data Universal Numbering System (*part of Dun & Bradstreet*)
 - **LPO** – Local Processing Office
 - **EDI:** Electronic Data Interchange - Standard Commercial Format for Transactions
 - **EFT:** Electronic Funds Transfer - Payment Made to Vendor Bank Account via US Treasury
 - **MOCAS** - Mechanization of Contract Administration Services
 - **SAMMS** - Standard Automated Material Management System
 - **EBS** – Enterprise Business System – Defense Logistics Agency’s Management System
 - **CAPS-W** - Computerized Accounts Payable System – Windows (*Army & Marines*)
 - **IAPS** - Integrated Accounts Payable System (*Air Force*)
 - **DoDAAC** – Department of Defense Activity Address Code
 - **CLIN** – Contract Line Item Number
 - **SLIN** – Sub Line Item Number
 - **ACRN** - Accounting Classification Reference Number
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Acronyms

- **UID** - Unique Identifier/Identification
 - **RFID** - Radio Frequency Identification Device
 - **ERP** - Enterprise Resource Planning
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