



Wide Area Workflow (WAWF) eBusiness Suite Overview: iRAPT / EDA / myInvoice

Defense Finance and Accounting Service

TKO Conference
Business Integration Services
DFAS



Wide Area Workflow (WAWF) eBusiness Suite

- ▶ EC Tools Overview
- ▶ Wide Area Workflow (WAWF) eBusiness Suite - Vendor
- ▶ Electronic Document Access (EDA) Overview
- ▶ iRAPT Overview
- ▶ myInvoice Overview
- ▶ Payment Systems – Legacy and ERPs
- ▶ WAWF Help
- ▶ iRAPT Training Opportunities/Electronic Toolbox
- ▶ Questions



EC Tools Overview



Vendor registers in **SAM**,
remittance data transmitted to
EC systems/CEFT



Contracts/mods,
vouchers are
posted to **EDA**



Vendor enters invoice and
shipment data into **iRAPT**, or
transmit via **SFTP** or **EDI**

Government performs
acceptance of goods and services
in **iRAPT** transmitted to
entitlement/accounting systems



Vendor monitors invoice
status and views AOP in
myInvoice



Wide Area Work Flow (WAWF) eBusiness Suite - Vendor

WAWF eBusiness Suite

- ✓ Single face delivering access to a number of business applications and capabilities that were once managed independently



WideAreaWorkFlow
e-Business Suite V 5.6.0

Register

Help/Training

Certificate Login

Certificate Login

User ID Login

User ID

Password

Login

[Forgot your User ID?](#) [Forgot your Password?](#)

System Messages

(2014-11-14 15:00:00) System: **All** Subject: **New Java Updates** Message For: **All Users**

WAWF is installing a new version of the PKI signing application. If you are experiencing issues with CAC sign in, we ask that you clear your browser cache and try again. If you are still experiencing problems, we ask that you uninstall and reinstall java on your machine.

(2014-11-17 00:00:00) System: **IUID** Subject: **IUID Registry GAM Questions** Message For: **All Users**

For IUID Registry Group Administrator (GAM) related questions contact the IUID Registry Helpdesk at 269-961-4745 or iuid.helpdesk@dla.mil.

(2014-08-21 00:00:00) System: **WAWF** Subject: **Air Force Helpdesk** Message For: **All Users**

Attention Air Force Users: Email messages processed within WAWF environment (e.g., via helpdesk link or user registration requests) may not reach their intended recipients. This issue seems only to affect users whose address contains "US.AF.MIL". Until this issue can be corrected, please use outlook to contact the Air Force helpdesk directly at: saf.fmpaffso.wawf@us.af.mil. If you are a user registering/requesting a WAWF role and no actions has been taken 48 hours after a successful registration, please contact the Air Force helpdesk directly. We apologize for the inconvenience and appreciate your patience.



Wide Area Work Flow (WAWF) eBusiness Suite - Vendor

Vendor Applications / Capabilities

- ✓  iRAPT - Invoicing Receipt Acceptance Property Transfer
- ✓  EDA – Electronic Document Access
- ✓  myInvoice
- ✓  IUID – Item Unique Identification Registry



Wide Area Work Flow (WAWF) eBusiness Suite - Vendor

Vendor Applications / Capabilities

- ✓ iRAPT Vendor / Vendor View Only Role
 - Automatic access to EDA and myInvoice modules
- ✓ IUID Registry
 - Does not require iRAPT access



Electronic Document Access (EDA) Overview



- Web-based system accessed via WAWF eBusiness Suite
- Provides users with secure online access to contractual and procurement documents used by multiple DoD activities and vendors to streamline their business processes
- Customer/User Community
 - ✓ Broad functional user community from the Services and Defense Agencies
 - Contracting Officers
 - Contract Administrators
 - Financial Resource Managers
 - Contract and Vendor Pay Personnel
 - Auditors



Electronic Document Access – Contracts

- ▶ The Electronic Document Access (EDA) Contracts module provides access to multiple types of acquisition documents including:
 - ✓ Base Contracts
 - ✓ Delivery Orders
 - ✓ Purchase Orders
 - ✓ Modifications
 - ✓ Other documents that support verification and validation of actions that obligate the Government to expend funds
- ▶ Source for these documents include contract writing systems, SPS, Procurement Data Standard, and manual uploads
- ▶ Documents sent and stored in XML and/or PDF formats



EDA Search Options - Contracts

Department of Defense
Electronic Document Access
Next Generation

Contracts Search

Document Selection > Contracts Search

Recent Contract Document Folder Document

Specific Contract and all Mods
[and Delivery Order/Task Order](#)
[and ACO MOD](#)
[and PCO MOD](#)
[GSA Contract Order](#)

For more information about the DOD EDA Web Page, call the help desk at (866)618-5988, (801)605-7095 or DSN 388-7095, or send email to: cscassig@ogden.disa.mil

Department of Defense
Electronic Document Access
Next Generation

Specific Contract and all Mods

AdminCarol Flaherty - Today is Apr 04, 2006
[EDA User's Guide](#)
[My Settings](#)

Document Selection > Contracts Search > Query

Contract Number Starts with [input] View Download

For more information about the DOD EDA Web Page, call the help desk at (866)618-5988, (801)605-7095 or DSN 388-7095, or send email to: cscassig@ogden.disa.mil

Department of Defense
Electronic Document Access
Next Generation

Specific Contract and Delivery Order/Task Order

AdminCarol Flaherty - Today is Apr 04, 2006
[EDA User's Guide](#)
[My Settings](#)

Document Selection > Contracts Search > Query

Contract Number Starts with [input] View Download

DO/TO Starts with [input]

For more information about the DOD EDA Web Page, call the help desk at (866)618-5988, (801)605-7095 or DSN 388-7095, or send email to: cscassig@ogden.disa.mil

Department of Defense
Electronic Document Access
Next Generation

Specific Contract and ACO MOD

AdminCarol Flaherty - Today is Apr 04, 2006
[EDA User's Guide](#)
[My Settings](#)

Document Selection > Contracts Search > Query

Contract Number Starts with [input] View Download

ACO Mod Starts with [input]

For more information about the DOD EDA Web Page, call the help desk at (866)618-5988, (801)605-7095 or DSN 388-7095, or send email to: cscassig@ogden.disa.mil

Contract Search Options offers the user "Canned" query capability, each requesting various criteria. Customize using "Advanced Search"



EDA Search Options - Contracts

Department of Defense Electronic Document Access Next Generation
AdminCarol Flaherty - Today is Apr 04, 2006
Last System Load: February 6, 2004 12:59 EST
[EDA User's Guide](#)
[My Settings](#)

Document Selection > Contracts Search

Click option
To enter
Criteria

Recent Contract Document

Specific Contract
and [all Mods](#)
and [Delivery Order/Task Order](#)
and [ACO MOD](#)
and [PCO MOD](#)
[GSA Contract Order](#)

Date Range
[EDA Load Date](#)
[Issue Date](#)
by [Contract](#)
by [Issue DoDAAC](#)
by [Admin DoDAAC](#)
by [Pay DoDAAC](#)

Custom
[Advanced Search](#)

Department of Defense Electronic Document Access Next Generation
AdminCarol Flaherty - Today is Apr 04, 2006
[EDA User's Guide](#)
[My Settings](#)
send email to: cscassig@ogden.disa.mil

Document Selection > Contracts Search > Query

[Load Date](#)

Greater than or equal to (YYYYMMDD)
Less than or equal to (YYYYMMDD)

For more information about the DOD EDA Web Page, call the help desk at (866)618-5988, (801)605-7095 or send email to: cscassig@ogden.disa.mil

Department of Defense Electronic Document Access Next Generation
AdminCarol Flaherty - Today is Apr 04, 2006
[EDA User's Guide](#)
[My Settings](#)

Document Selection > Contracts Search > Query

[Issue Date](#) Greater than or equal to (YYYYMMDD)
Less than or equal to (YYYYMMDD)

[Issue DoDAAC](#) Starts with

For more information about the DOD EDA Web Page, call the help desk at (866)618-5988, (801)605-7095 or DSN 388-7095, or send email to: cscassig@ogden.disa.mil

EDA Search Results

The Folder View represent an actual 'contract folder' that might exist in the file cabinet/paper world. All contract activities/artifacts are displayed within the folder view.

Department of Defense
Electronic Document Access
Next Generation

Contract Selection > Contracts Search > Query > Query Results

1 @ 100 Records per page.
(to 10 shown)

[Advanced Search](#) [Refine Search](#)

[Download Result set](#)

Contract Number	History	DO/TO	ACO Mod	PCO Mod	Issue Date	Issue DoDAAC	Admin DoDAAC	Pay DoDAAC	Amount
FA4407									
FA44									
FA44									
FA44									
FA44									
FA4407									
FA44									
FA4407									
FA44									
FA44									
FA4407									
FA44									

Contract Data

Sort order within the folder view is:

Contract Number Ascending,
DO/TO Descending,
Issue Date Descending.

General Capabilities

[Advanced Search](#) [Refine Search](#)

at (866)618-5988, (801)605-7095 or DSN 388-7095, or send email to: cscassig@ogden.disa.mil

EDA to Single Sign On (SSO) Re-Direct

The screenshot shows the EDA (Electronic Document Access) website homepage. At the top left, it says "EDA ELECTRONIC DOCUMENT ACCESS Next Generation". On the right is the Department of Defense seal. A navigation bar includes "Home", "About EDA", "Contact Us", "FAQ", and "Security Notices". A left sidebar lists links like "New User Registration", "Desktop Requirements", "Contact Help Desk", "Training Material", "How to Post Documents to EDA", "Business Rules", and "EDA User Guide". The main content area has a "Welcome to the Electronic Document Access (EDA) Website" heading, followed by a paragraph about the system's purpose. Below that is a section titled "EDA User Single Sign On Login (For Ogden or Columbus)" with a "Login" button and a message stating that registration and login have moved to a centralized location at the Wide Area Workflow Electronic Business Homepage. A "Related Links" section at the bottom lists various systems: ATL, SAM, DFAS, DLA, DPAP, JCCS, SCST, SPS, and WAWF-RA. A red arrow points from the "SAM" link to a text box below.

“Registration and Login have been moved to a centralized location at the Wide Area Workflow Electronic Business Homepage. Users attempting to access the old EDA site at <http://eda.ogden.disa.mil> will be redirected there for login and registration.”



Electronic Document Access – EDA

- ▶ EDA User's Guide:

- ✓ http://eda.ogden.disa.mil/users_guide/index.html

- ▶ EDA Notes of Interest:

- ✓ <http://eda.ogden.disa.mil/edanoted.htm>

- ▶ If you have any EDA questions to DFAS issues please contact:

- ✓ DFAS EDA PM – (614) 701-2491



iRAPT Overview



- ▶ iRAPT is the old 'WAWF'
- ▶ Secure, web-based system utilized for creating, approving, accepting, certifying, and viewing electronic transactions associated with requests for payments and shipping notices
 - ✓ Note: iRAPT also has Property Transfer functionality
- ▶ Supports DoD goal of moving to paperless acquisition process
- ▶ DFAR clause (252.232.7003) mandates WAWF use



iRAPT Benefits

- ▶ Ability to submit documents electronically in compliance with public law
- ▶ Reduction of Paper-based Support Functions
 - ✓ Labor savings realized by eliminating manual entry
 - ✓ Reduces mail, file, and copy support functions
- ▶ Global Accessibility
 - ✓ Multiple users can access documents globally
 - ✓ Streamline processing, reduce re-entry, improve accuracy
- ▶ Eliminates Lost or Misplaced Documents
 - ✓ All documents stored in single location with accessibility via web
 - ✓ Enables DoD to take Maximum Benefit of Discounts
 - ✓ Enables Timely & Accurate Payments
 - ✓ Decreases Interest Penalties
- ▶ Accuracy of Documents
 - ✓ Reduction of Unmatched Disbursements, duplicate payments, and payment delays
- ▶ Secure and Auditable Transactions
 - ✓ PKI utilized for user identification and digital signature
- ▶ Enables Capture of Unique Identifier (UID) and Radio Frequency Identifier (RFID) Data
- ▶ Track movement of Government Furnished Property (GFP)/Government Furnished Equipment (GFE)



iRAPT User Roles at a Glance

- ▶ Vendor
 - ✓ Contractor or Supplier
- ▶ Inspector & Acceptor
 - ✓ Requiring Activity, Contracting Officer Representative (COR), Quality Assurance Reviewer (QAR)
- ▶ Cost Voucher Reviewer/Approver
 - ✓ DCAA/DCMA
- ▶ Grant Approver
 - ✓ Role used to approve and certify Grant and Cooperative Agreements before sending them to the Pay Office
- ▶ Local Processing Office (LPO)
 - ✓ Role used in situations where documents must be certified by a local office before forwarding to DFAS
- ▶ Pay Official
 - ✓ DFAS Paying Office
- ▶ Group Administration (GAM)
 - ✓ Role is used by an individual selected at the organization/location level, that is charged with the responsibility of maintaining the users of his/her assigned organizations. (Gate Keeper)
- ▶ View Only
 - ✓ Roles are used by supervisors and administrators



Documents are Routed Through iRAPT According to DoDAACs Entered by Vendor

**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

DIA

NAICS:

SIZE STANDARD:

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED

SEE SCHEDULE

12. DISCOUNT TERMS

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. CONTRACTING OFFEROR

CODE 1M3W0 FACILITY

18a. PAYMENT WILL BE MADE BY

CODE N68688

FLEET AND INDUSTRIAL SUPPLY CENTER
937 N HARBOR DRIVE
San Diego, CA 92132-0008

NADEP North Island
San Diego, CA 92135-7050

CACI
CHANTILLI VA 22204-1234
TELEPHONE NO.

DFAS
SAN DIEGO CA 9123-1848

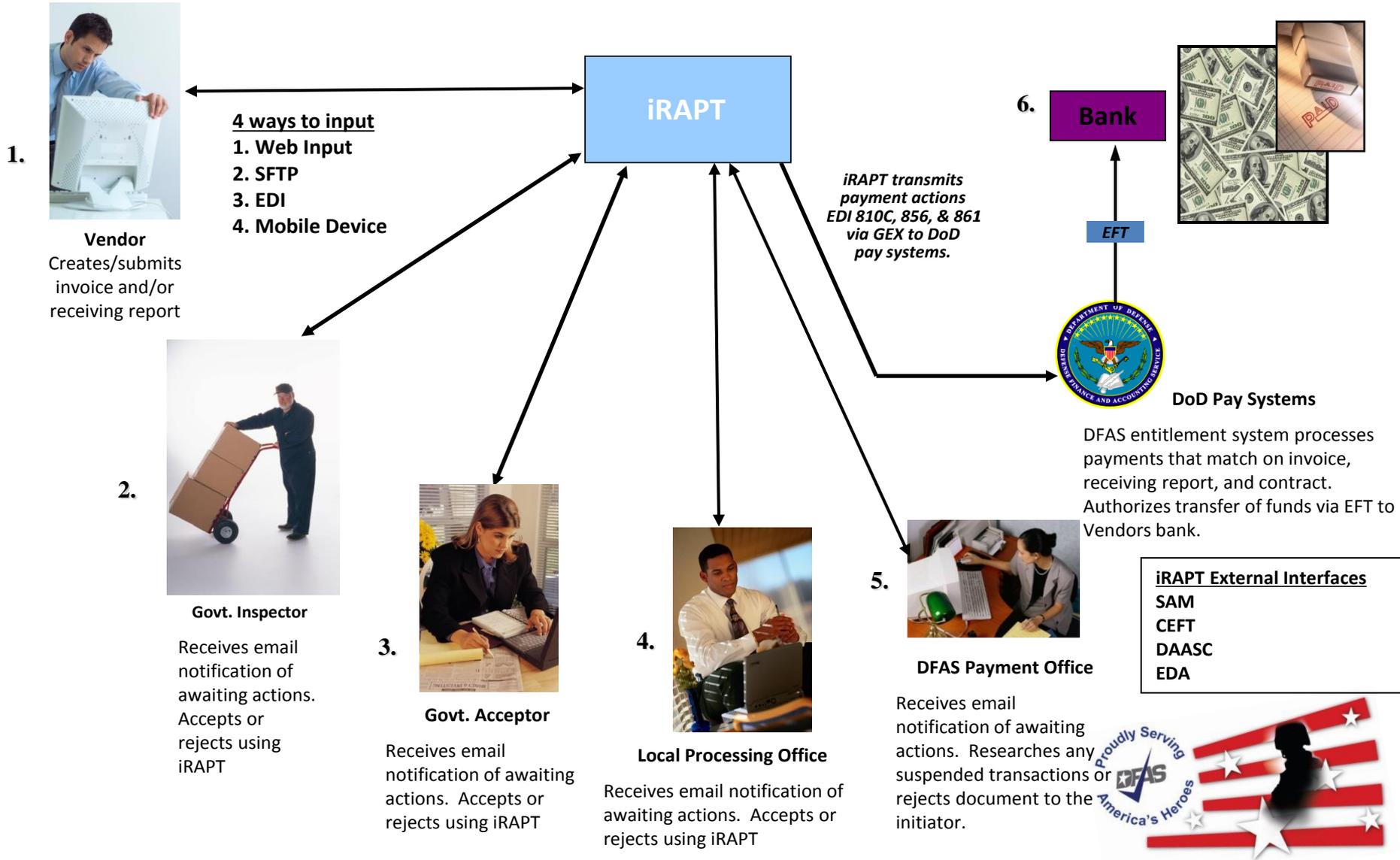
Vendor - Invoice

[Contract](#) >> [Pay DoDAAC](#) >> [Document](#) >> Routing

Contract Number	Delivery Order	CAGE Code/Ext.	Pay DoDAAC
N0024404F5010		1M3W0	N68688
Issue Date	Issue By DoDAAC	Admin DoDAAC *	
YYYY/MM/DD	N00244	N00244	
Ship To Code * / Extension	Ship From Code / Extension	LPO DoDAAC * / Extension	
N65888			



How Does It Work? - iRAPT Receipt & Acceptance Process



iRAPT Government Role Functionality

- ▶ Online ability to review documents and compare products/services to the contract terms
- ▶ Ability to electronically reject improper documents for modification
- ▶ Capability to electronically document inspection and/or acceptance, etc., and digitally sign the information will ensure prompt presentation of the required data to the payment office.
- ▶ Government official can perform many processes in iRAPT - depending on their iRAPT role, he/she can:
 - ✓ Inspect
 - ✓ Accept
 - ✓ Reject
 - ✓ Approve
 - ✓ Review
 - ✓ Certify
 - ✓ Process
 - ✓ Place documents on hold
 - ✓ View documents and check document status
 - ✓ Create Receiving Reports (Only Inspector and Acceptor Roles)
 - ✓ Correct and resubmit documents he/she has submitted that were rejected
 - ✓ Void documents he/she has submitted
 - ✓ Recall documents he/she has submitted or worked, make changes, and resubmit the documents
 - ✓ Make available for Recall documents he/she has worked
- ▶ System-generated e-mail notifications of actions taken assist all parties monitoring the process and initiating corrective or follow-up actions



iRAPT Status

iRAPT 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

iRAPT 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



iRAPT Status continued

iRAPT 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
Pre-Certified	<ul style="list-style-type: none"> Local Processing Office
Pre-Inspected	<ul style="list-style-type: none"> For NAVCON Invoice - available in the Inspector's Inspection folder

iRAPT Status	Location / Comments
Recall Available	<ul style="list-style-type: none"> Pay Official made a document available for recall by the previous workflow user
Rejected	<ul style="list-style-type: none"> Sent back to the Initiator by the Government
Resubmitted	<ul style="list-style-type: none"> Corrected by the Initiator and resubmitted for action (only seen following a rejection by the Government)



iRAPT Status continued

iRAPT Status	Location / Comments
Reviewed	<ul style="list-style-type: none"> Reviewed by a Pay Clerk Remains in Pay Office awaiting Processing
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
Suspended	<ul style="list-style-type: none"> Pay Office Did not successfully interface into entitlement system

iRAPT Status	Location / Comments
Void	<ul style="list-style-type: none"> An Invoice may only be voided after an LPO or Payment Official has rejected it
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
Extracted	<ul style="list-style-type: none"> Transaction extracted from WAWF, awaiting electronic response from entitlement system



Invoice vs. COMBO vs. 2n1

Invoice

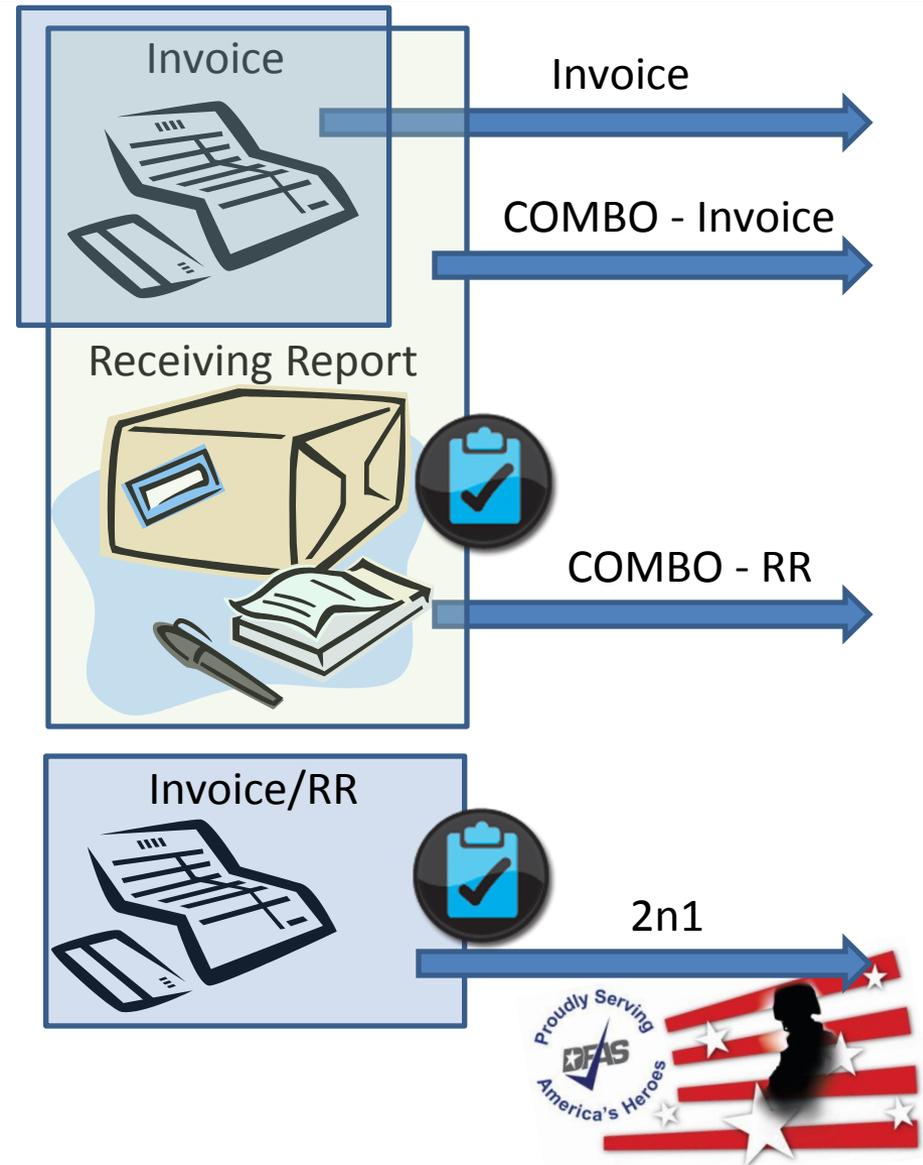
- ✓ Unless LPO DoDAAC used, Invoice sent directly to entitlement system

COMBO

- ✓ Invoice and Receiving Report created at same time; using the same data
- ✓ Different routing paths to entitlement system
 - Invoice: Unless LPO DoDAAC used, Invoice sent directly to entitlement system
 - Receiving Report: Requires government acceptance prior to being routed to entitlement system
- ✓ Interface into entitlement system separately

2n1 (Services Only)

- ✓ Invoice and Receiving Report created at same time; using the same data
- ✓ Invoice and RR travel together; transmitted to entitlement system after approval by government official
- ✓ No functionality to approve for lesser amount – Approve or Reject
- ✓ Considered an 'Approved Invoice'



Other iRAPT Document Types

▶ Cost Voucher (CV)

- ✓ Based on DCAA criteria, CVs routed to DCAA for approval or extracted from iRAPT upon submission
 - First Voucher
 - Dollar Value
 - Random Sampling

▶ Grants/Cooperative Agreements

- ✓ Research projects awarded to commercial organizations, nonprofit entities, and educational institutions (SF270)

▶ Non Procurement Instruments (NPI)

- ✓ Similar to Grants/Cooperative Agreements

▶ Financing Payments

- ✓ Progress Pay Request
- ✓ Commercial Item Financing
- ✓ Performance Based Payment

▶ Miscellaneous Payments



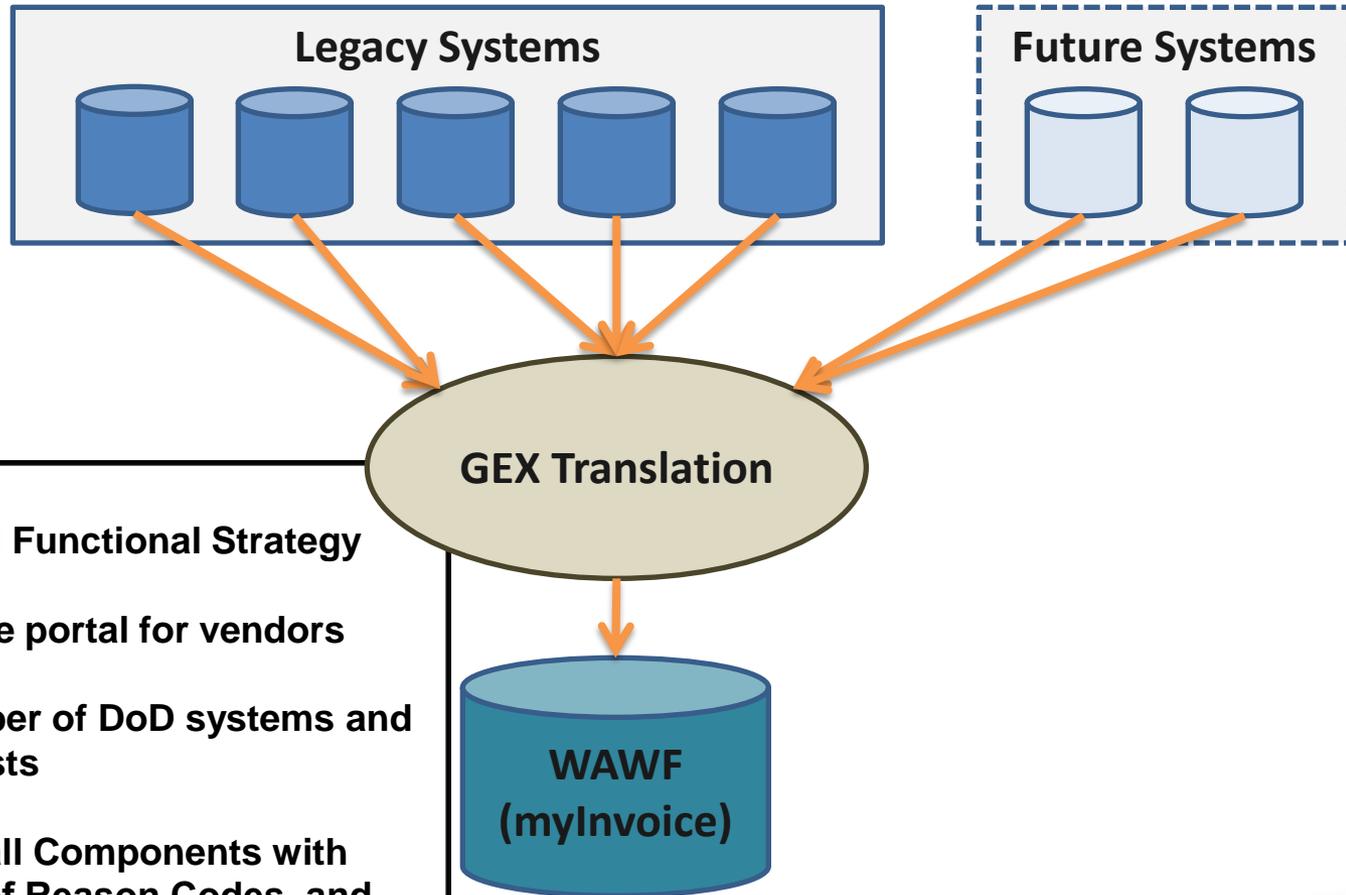
myInvoice Overview



- ▶ Legacy myInvoice system currently running parallel with WAWF/myInvoice
- ▶ Information provided for iRAPT invoices and invoices submitted by other means
- ▶ Must be registered in WAWF with active iRAPT Vendor or Vendor View Only role to access the myInvoice module



WAWF / myInvoice



1. Aligns with FM Functional Strategy
2. Provides single portal for vendors
3. Reduces number of DoD systems and associated costs
4. Standardizes all Components with “Purple List” of Reason Codes and Business Rules for payment information
5. Promotes the use of WAWF



myInvoice – Vendor Reports

myInvoice Reports Info Preferences Exit

User ID: ven00001

☰ 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

myInvoice – Information Menu

Information

Reference Codes

 Reason and Remarks Codes

 Interest Reason Codes

 Adjustment Reason Codes

External Systems

 DFAS Customer Service Phone Numbers (external link)

 DoDAAC Payment Office/Phone Numbers (external link)

 MOCAS Data Sharing Initiative Info (external link)

 System for Award Management (SAM) (external link)

 Electronic Commerce and Electronic Data Interchange (external link)

 DFAS Vendor Reference Tool (external link)

 Prompt Payment Homepage (external link)

 Help

Use this page to view reference codes or navigate to external web applications.

myInvoice – Search Results

Payment Report

Search in *
Active Database

Search by *
CAGE Code

Search results *
20 records per page

Payment Type *
EFT

EFT Trace Number

Invoice Amount

Total Payment Amount

CAGE Codes *

[Uncheck](#)

Users can use the “Search results” dropdown list to select the number of records to be displayed on the search result page. The default option is “20 records per page”.



myInvoice – Download

- ▶ Every report can download their report data as an Excel spreadsheet or as a comma delimited text file
- ▶ Downloading report data is a resource intensive process that relies on both server side and client side resources
- ▶ When the user clicks the “Download (xlsx)” or “Download (txt)” button the download process begins
- ▶ A “Downloading” popup is displayed with instructions for the user to wait until the download process is completed before closing the popup
 - ✓ Many factors can influence the performance of the download, server side resource allocation, client side security settings and network latency are the primary candidates
- ▶ Be patient as you download your files, especially if you are downloading large (3000 records or more) Excel spreadsheets
 - ✓ Excel spreadsheets are created “in memory” on the server and require no template files as opposed to the legacy myInvoice application



Payment Systems – Legacy and ERPs

- ▶ MOCAS (Mechanization of Contract Administration Services)
 - ✓ Defense Contract Management Agency and all Military Services
- ▶ CAPS-W (Computerized Accounts Payable System-Windows)
 - ✓ Army, Defense Agencies and USMC
- ▶ IAPS-E (Integrated Accounts Payable System - Electronic)
 - ✓ Air Force
- ▶ One Pay
 - ✓ Navy, Defense Agencies and USMC
- ▶ EBS (Enterprise Business System) formerly called BSM
 - ✓ DLA
- ▶ Navy ERP (Enterprise Resource Planning)
 - ✓ Navy
- ▶ GFEBS (General Funds Enterprise Business System)
 - ✓ Army
- ▶ DEAMS (Defense Enterprise Accounting and Management System)
 - ✓ USTRANSCOM and Air Force
- ▶ DAI (Defense Agencies Initiative)
 - ✓ Defense Agencies



DFAS Pay Offices / Legacy Systems Sampling

DFAS Pay Office → Pay DoDDAC → Pay System

DFAS Location	Pay Office DoDAAC	Pay System	Previous DFAS Location
Columbus	HQ0337	MOCAS	
	HQ0338	MOCAS	
	HQ0339	MOCAS	
	M67443	CAPS-W	Kansas City
	HQ0303	CAPS-W	Rock Island
	HQ0304	CAPS-W	St. Louis
	HQ0131	CAPS-W	
	HQ0251	OnePay	
	F03000	IAPS	Dayton
	SL4701	EBS	
Cleveland	HQ0252	DITCO-FABS	Pensacola
	N68892	OnePay	Charleston
	N68566	OnePay	Pensacola
	N68688 / N60957	OnePay	San Diego
	N68732 / N60951	OnePay	Norfolk
	N45924	OnePay	Pacific
Indianapolis	HQ0105	CAPS-W	
	HQ0301	CAPS-W	Orlando
	HQ0335	CAPS-W	Lexington
	HQ0347	CAPS-W	
	HQ0431	CAPS-W	
	HQ0471	CAPS-W	
Rome	HQ0300	CAPS-W	Lawton
	HQ0302	CAPS-W	
	HQ0250	CAPS-W	
	HQ0345	CAPS-W	San Antonio
	HQ0348	CAPS-W	Norfolk
	HQ0248	OnePay	
Limestone	F67100	IAPS	
	F78900	IAPS	Limestone-Europe



https://wawf.eb.mil/



WideAreaWorkFlow

e-Business Suite V 5.6.0

Register

Help/Training

Certificate Login

Certificate Login

User ID Login

User ID

Password

Login

System Messages

(2014-11-21 00:00:00) System: All Subject: WAWF Training Site Availability! Action Required! Critical! Message For: All Users
Effective 25 November!! -- Until further notice: Please utilize the following url for all WAWF Training requirements: https://nemo.nit.disa.mil



Quick Links

Security and Privacy
Accessibility
Government Customer Support
Vendor Customer Support

Getting Started Help

Machine Setup
Vendors Getting Started
Government Users Getting Started
Government Contractor Users Getting Started

iRAPT Mobile

Apple App Store (External Link)
 Google Play (External Link)

Ogden Help Support

Click for New User Help



WAWF: New User Help

New User Information and Help

New User

Setup

- Machine Setup

Vendors Getting Started

- Wide Area Workflow eBusiness Suite - Getting Started Help
- IUID - Getting Started Help
- Help - iRAPT Vendor User Roles
- Help - EDA User Vendor Role
- Help - IUID Contractor User Roles

Government and Government Support Contractors Getting Started

- iRAPT - Government Getting Started Help
- iRAPT - Support Contractor Getting Started Help
- CORT Tool - Getting Started Help
- EDA - Government Getting Started Help
- EDA - Support Contractor Getting Started Help
- IUID - Government Getting Started Help
- Help - iRAPT Government User Roles
- Help - CORT Tool Government User Roles
- Help - EDA Government User Roles
- Help - IUID Government User Roles
- Help - Administration User Roles
- DD2875 Process

User Registration

- Registration

Training

Training

- Web Based Training

Help - System Information

- What's New in Wide Area Workflow e-Business Suite
- iRAPT Functional Information
- CORT Tool Functional Information
- iRAPT Instructions Clause Information
- iRAPT Mobile App
- iRAPT FTP User Guides
- iRAPT EDI User Guides

Help - Lookup Tables

- Group Administrator Lookup
- Active DoDAACs & Roles in iRAPT

Vendors - Getting Started Help

General Steps for a Vendor to follow to use Wide Area Workflow eBusiness Suite 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 Wide Area Workflow eBusiness Suite Vendor Group Structure. (This is a mandatory step.)
- Step 4. Establish an Organizational Email Address. (This is an iRAPT step only.)
- Step 5. Designate a Group Administrator (GAM). (This is a mandatory step.)
- Step 6. Determine if batch feeds for data input is necessary. (This is an iRAPT step only.)
- Step 7. Set up PCs to Access applications in Wide Area Workflow eBusiness Suite.
- Step 8. Self-Register GAM. (This is a mandatory step - there must be a GAM to activate vendors.)
- Step 9. Have all users for the CAGE Code(s) self-register on the Wide Area Workflow eBusiness Suite web site for one of the available Vendor Roles.
- Step 10. Complete the Web Based Training for the applications you will use in Wide Area Workflow eBusiness Suite.



WAWF: Web Based Training

WideAreaWorkFlow
e-Business
Version 5.6.0

New User Information and Help

New User

Setup

- Machine Setup

Vendors Getting Started

- Wide Area Workflow eBusiness Suite - Getting Started Help
- IUID - Getting Started Help
- Help - iRAPT Vendor User Roles
- Help - EDA User Vendor Role
- Help - IUID Contractor User Roles

Government and Government Support Contractors Getting Started

- iRAPT - Government Getting Started
- iRAPT - Support Contractor Getting Started
- CORT Tool - Getting Started Help
- EDA - Government Getting Started
- EDA - Support Contractor Getting Started
- IUID - Government Getting Started
- Help - iRAPT Government User Roles
- Help - CORT Tool Government User Roles
- Help - EDA Government User Roles
- Help - IUID Government User Roles
- Help - Administration User Roles
- DD2875 Process

User Registration

- Registration

Training

Training

- Web Based Training

Help - System Information

- What's New in Wide Area Workflow e-Business Suite
- iRAPT Functional Information
- CORT Tool Functional Information
- iRAPT Instructions Clause Information
- iRAPT Mobile App
- iRAPT FTP User Guides
- iRAPT EDI User Guides

Welcome to the Wide Area Workflow e-Business Suite - Web Based Training (WBT)



[Invoicing Receipt Acceptance Property Transfer - WBT](#)



Item Unique Identifier Registry - WBT



Electronic Document Access - WBT



Military Interdepartmental Purchase Request - WBT



COR Tracking Tool - WBT



myInvoice - WBT



Ogden Help Desk: Vendor

Vendor Customer Support

Vendor Customer Support

- For questions on how to use the applications in the Wide Area Workflow eBusiness Suite refer to the Web Based Training for the specific application by clicking the Help Training button on the Wide Area Workflow eBusiness Suite Homepage.
- For questions or concerns with the information on your contract or the current status of an existing payment request, please contact your Contracting Officer.

iRAPT NOTE: The Wide Area Workflow eBusiness Suite Helpdesk CANNOT take any action on your iRAPT (formerly WAWF) document.

- For payment status, please validate the invoice in question is in a processed status in the iRAPT application. If your invoice/receiving report/combo/voucher etc is in a processed status, please contact DFAS for payment information or go the myinvoice application, which is now a part of Wide Area Workflow eBusiness Suite, or contact DFAS for payment information.

Agency Name	System Name	Agency Primary Email	Commercial Telephone	Commercial Fax	DSN Telephone
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Technical Help

- If you are experiencing technical problems with Wide Area Workflow eBusiness Suite, please contact the DISA DECC Ogden Electronic Business Service Desk or click on the link under the Agency Name column below to submit your issue to the Ogden Help Desk.

Agency Name	System Name	Agency Primary Email	Commercial Telephone	Commercial Fax	DSN Telephone
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Ogden Help Desk	WAWF	cscassig@csd.disa.mil	801-605-7095	801-605-7453	
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Ogden Help Desk: Government

▶ 'Government Customer Support' link misleading

- ✓ Provides helpdesk data/links for various Services/Agencies for vendors

Government Customer Support

Government Customer Support

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Agency Name	System Name	Agency Primary Email	Commercial Telephone	Commercial Fax	DSN Telephone
Air Force Help Desk	WAWF	WAWF.Team@wpafb.af.mil			
Army Help Desk	WAWF	cco-ec-army-wawf-helpdesk@dfas.mil			
Marine Corps Help Desk	WAWF	susan.s.dibianca@lmco.com			
DLA Help Desk	WAWF	wawf@dla.mil			
DCMA Help Desk	WAWF	helpdesk@dcma.mil			
DFAS Help Desk	WAWF	cscassig@csd.disa.mil			
DISA Help Desk	WAWF	Susan.DAdamo@disa.mil			
Navy Help Desk	WAWF	CCL-EC-Navy-WAWF-Helpdesk@dfas.mil			

Technical Help

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Agency Name	System Name	Agency Primary Email	Commercial Telephone	Commercial Fax	DSN Telephone
Ogden Help Desk	WAWF	cscassig@csd.disa.mil	801-605-7095	801-605-7453	



WAWF Training Opportunities

- ▶ WAWF Web-Based Training Site - Go here to learn how to use WAWF via self paced, online training. This training is an excellent place to begin learning about WAWF.
 - ✓ <http://www.wawftraining.com>
- ▶ WAWF Vendor Classroom Training - Go here to register for upcoming WAWF classroom training provided by DFAS.
 - ✓ <http://www.dfas.mil/contractorpay/electroniccommerce/wawftrain.html>
- ▶ WAWF Training Practice Web Site - Go here to practice using the WAWF application.
 - ✓ <https://wawftraining.eb.mil>



DFAS Electronic Toolbox

- ▶ Toolbox link:

<http://www.dfas.mil/contractorpay/electroniccommerce.html>

- ▶ Click 'Wide Area Workflow (WAWF)' for additional links to valuable information

- ✓ <https://wawf.eb.mil> - WAWF homepage
- ✓ [WAWF Overview](#) - Slide show presentation introducing WAWF
- ✓ [WAWF Training](#) - Register for classroom training. Learn how to use WAWF via self-paced, on-line training. Training is an excellent place to begin if new to WAWF
- ✓ [Vendor Tools](#) - Section provides informational and educational tools for the Vendor using WAWF
- ✓ [Government Tools](#) - Section provides informational and educational tools for Government personnel using WAWF
- ✓ [Group Administrator \(GAM\) Tools](#) - Section provides informational and educational tools for Group Administrator (GAM)



For More Information

- ▶ WAWF production web-site
 - ✓ <https://wawf.eb.mil>
- ▶ DFAS eCommerce web site
 - ✓ <http://www.dfas.mil/contractorpay/electroniccommerce.html>
- ▶ WAWF Reject Requests
 - ✓ <http://www.dfas.mil/dfas/ecommerce/wawf/rejectsrequests.html>
- ▶ myInvoice
 - ✓ <https://myinvoice.csd.disa.mil//index.html>
- ▶ EDA web site
 - ✓ <http://eda.ogden.disa.mil/>
- ▶ DoD RFID Info
 - ✓ <http://www.acq.osd.mil/log/rfid/index.htm>
- ▶ Unique Identification (UID)
 - ✓ <http://www.acq.osd.mil/dpap/pdi/uid/index.html>
- ▶ Federal Acquisition Regulation Web Site
 - ✓ <http://farsite.hill.af.mil>
- ▶ DFAS Customer Service: 1-800-756-4571



Questions

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