DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
ACQUISITION LOGISTICS AND TECHNOLOGY
103 ARMY PENTAGON
WASHINGTON, DC 20310-0103

SAAL-ZP APR 14 2006

MEMORANDUM FOR ALL U.S. ARMY PRINCIPAL ASSISTANTS RESPONSIBLE FOR CONTRACTING (PARCS)

SUBJECT: Wide Area Workflow (WAWF)

WAWF is an E-Commerce initiative designed to automate commercial invoices and government receiving reports into a web-based and paperless environment. The WAWF electronically captures and coordinates the three basic components of the payment process: the contract, invoice, and receiving report. Users of WAWF input their invoices and receiving reports into WAWF via the Internet and are routed through the system utilizing the Vendor's Commercial Activity Government Entity (CAGE) Code and Government's active Department of Defense Activity Address Code (DoDAAC) cited on the contract. When WAWF electronic documents are approved and processed into the accounts entitlement system, all payment transactions are initiated via Electronic Funds Transfer to the vendor's financial institution.

The Army Electronic Invoicing Instructions (see enclosure) provide a mechanism to capture information required to facilitate electronic invoicing and Material Inspection Receiving Report (MIRR) processes on requested supplies and services. All purchase requests, except for actions paid by Governmentwide commercial purchase card or other exceptions contained in DFARS 232.7002, shall incorporate the enclosed instructions into all new solicitations, contracts, and modifications containing Defense Federal Acquisition Regulation Supplement (DFARS) clause 252.232-7003. The Army Electronic Invoicing Instructions designate the e-business solution for submitting invoices and receiving reports as special instructions or provisions in the solicitation or contract (such as Section G). This data is crucial and shall be incorporated to assist the Vendor and Government personnel responsible to accurately complete and route documents within WAWF.

Effective April 13, 2006, all contracting activities shall incorporate the Army Electronic Invoicing Instructions in all procurement actions containing DFARS Clause 252.232-7003.

This procedure will ensure proper routing of all WAWF documents and further distinguish accountability. It is the requesting and receiving activities' responsibility to ensure contract data is current and accurate at all times. Activities must notify their administrating contracting office when any changes occur.

Contracting offices shall coordinate with their customers to ensure the Army Electronic Invoicing Instructions are included with all purchase request actions submitted to their offices. The contracting office customers shall cite their active assigned Ship to DoDAAC on all purchase requests found at the following site: https://www.daas.dla.mil/daasinq/dodaac.asp?cu=d and complete the Electronic Submission of Payment Request for forwarding to the appropriate contracting office electronically. The DoDAACs can be verified at Department of Defense Activity Address File (DoDAAF), and e-mail information when notification of WAWF actions is required. Do not use any inactive DoDAAC.

The point of contact for this action is Karen Goldstein, EA-BSMD, 703-681-3447, or e-mail: Karen.Goldstein@hqda.army.mil.

E. Ballard
Deputy Assistant Secretary of the Army
(Policy and Procurement)

Enclosure

KE6-1091

Army Electronic Invoicing Instructions (Feb 2006)

Contractor shall submit payment request using the following method(s) as mutually agreed to by the Contractor, the Contracting Officer, the contract administration office, and the payment office.

☐ *Wide Area Workflow (WAWF) (see instructions below)*

☐ *Web Invoicing System (WInS)(https://ecweb.dfas.mil)*

☐ *American National Standards Institute (ANSI) X.12 electronic data interchange (EDI) formats (http://www.X12.org and http://www.dfas.mil/ecedi)*

☐ *Other (please specify)*_____

DFAS POC and
*Phone:*_____

WAWF is the preferred method to electronically process vendor request for payment. *This application allows DOD vendors to submit and track Invoices and Receipt/Acceptance documents electronically. Contractors electing to use WAWF shall (i) register to use WAWF at* ***https://wawf.eb.mil*** *and (ii) ensure an electronic business point of contact (POC) is designated in the Central Contractor Registration site at* ***http://www.ccr.gov*** *within ten (10) calendar days after award of this contract/order.*

WAWF Instructions

Questions concerning payments should be directed to the Defense Finance and Accounting Service (DFAS) [Contracting Office ***fill in DFAS location here as indicated on your purchase order/contract****] at [Contracting Office* ***fill in DFAS vendor pay phone number here****] or faxed to [Contracting Office* ***fill in DFAS vendor pay fax phone number here****]. Please have your purchase order/contract number ready when calling about payments.*

You can easily access payment and receipt information using the DFAS web site at ***http://www.dfas.mil/money/vendor****. Your purchase order/contract number or invoice number will be required to inquire about the status of your payment.*

The following codes and information will be required to assure successful flow of WAWF documents.

TYPE OF DOCUMENT ***[Check the appropriate block]***

☐ *Commercial Item Financing*

☐ *Construction Invoice (Contractor Only)*

☐ *Invoice (Contractor Only)*

☐ *Invoice and Receiving Report (COMBO)*

☐ *Invoice as 2-in-1 (Services Only)*

☐ *Performance Based Payment (Government Only)*

☐ *Progress Payment (Government Only)*

☐ *Cost Voucher (Government Only)*

☐ *Receiving Report (Government Only)*

☐ *Receiving Report With Unique Identification (UID) Data (Government Only)*

UID is a new globally unique "part identifier" containing data elements used to track DoD parts through their life cycle.

☐ *Summary Cost Voucher (Government Only)*

CAGE CODE: ***[Enter Contractor Cage Code here]***

ISSUE BY DODAAC: ***[Enter Contracting Office DODAAC here]***

ADMIN BY DODAAC: ***[Enter office administering contract here]***

INSPECT BY DODAAC: ***[Enter Inspector's DODAAC here if applicable]***

ACCEPT BY DODAAC: ***[Enter Acceptor's DODAAC here if applicable]***

SHIP TO DODAAC: ***[Enter Ship to DODAAC(s) here]***

LOCAL PROCESSING OFFICE DODDAC: ***[Enter LPO DODAAC here if applicable]***

PAYMENT OFFICE FISCAL STATION CODE: ***[Enter Fiscal Station CODE]***

EMAIL POINTS OF CONTACT LISTING: ***(Use Group e-mail accounts if applicable)***

INSPECTOR: ***[Enter Inspector's email address here]***

ACCEPTOR: ***[Enter Acceptor's email address here]***

RECEIVING OFFICE POC: ***[Enter receiving office POC email address here]***

CONTRACT ADMINISTRATOR: ***[Enter Contract Administrator's email address here]***

CONTRACTING OFFICER: ***[Enter Contracting Officer's email address here]***

ADDITIONAL CONTACT: ***[Enter email address(es) here]***

For more information contact ***[Enter Contract Specialist's and/or Contracting Officer's name, email and phone here]***