

Welcome to Wide Area Workflow!
Please start by selecting one of the links from the menu above.

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 PREVIOUS or RETURN 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.

This demonstration provides an overview for a Vendor creating a GSA Contract. For this demonstration we will be creating an Invoice.

This presentation contains audio narrative. Please adjust your volume accordingly.

[User](#) [Vendor](#) [Documentation](#) [Lookup](#) [Logout](#)

- Create Document
- History Folder
- MyInvoice History Folder
- Rejected Receiving Reports Folder
- Rejected Invoices Folder
- Correction Required Folder
- Documentation Required Folder
- Saved Documents Folder
- Pure Edge Folder

Welcome to Wide Area Workflow!
Please start by selecting one of the links from the menu above.

WARNING!

If you use 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 application, 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 pasting into the WAWF application. 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 BACK BUTTON is not supported within the WAWF application when completing electronic forms. Use of the BACK BUTTON may result in the loss of data not yet saved to the server.

Do not use the PREVIOUS or RETURN buttons to return to a previous page within the WAWF application.

When viewing documents, you may move from tab to tab to work with the various information categories, e.g., Document Header, Addresses, Comments, Line Items, etc.

The Vendor selects the Create Document option from the Vendor's dropdown menu option.

Help

Vendor - Create Document

Contract Info

CAGE Code / DUNS / DUNS+4 / Ext. *	Contractual? *	Contract Number Type	Contract Number *	Delivery Order
<input type="text" value="00C91/021799486/0001"/>	<input type="text" value="Y"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

* = Required Fields

Pre-Populate Contract Number/Delivery Order

Contract Number begins with	Delivery Order begins with	Issue/Submitted Date	Issue/Submitted Date End	Populate From
<input type="text"/>	<input type="text"/>	<input type="text" value="YYYY/MM/DD"/>	<input type="text" value="YYYY/MM/DD"/>	<input type="text" value="EDA"/> <input type="text" value="WAWF"/>

[\[+\] Advanced Search Criteria for WAWF](#)

NOTE: You must either enter a Contract Number or select one from the search results.

The Vendor can create a WAWF document by selecting a CAGE Code/DUNS/DUNS+4 from the CAGE dropdown and entering in the Contract Number and if applicable, the Delivery Order Number.

Vendor - Create Document

Contract Info

CAGE Code / DUNS / DUNS+4 / Ext. *	Contractual? *	Contract Number Type	Contract Number *	Delivery Order
<input type="text" value="00C91/021799486/0001"/>	<input type="text" value="Y"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

* = Required Fields

Pre-Populate Contract Number/Delivery Order

Contract Number begins with	Delivery Order begins with	Issue/Submitted Date	Issue/Submitted Date End	Populate From
<input type="text"/>	<input type="text"/>	<input type="text" value="YYYY/MM/DD"/>	<input type="text" value="YYYY/MM/DD"/>	EDA WAWF

[\[+\] Advanced Search Criteria for WAWF](#)

NOTE: You must either enter a Contract Number or select one from the search results.

In order to retrieve a list of Contract Numbers and Delivery Order Numbers from EDA, select a CAGE code from the dropdown list and click the "EDA" link.

The system will permit the Vendor to filter the search result by entering a few characters in the Contract Number or Delivery Order fields as well as entering dates in the date range fields.

Vendor - Create Document

Contract Info

CAGE Code / DUNS / DUNS+4 / Ext. *	Contractual? *	Contract Number Type	Contract Number *	Delivery Order
<input type="text" value="00C91/021799486/0001"/>	<input type="text" value="Y"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

* = Required Fields

Pre-Populate Contract Number/Delivery Order

Contract Number begins with	Delivery Order begins with	Issue/Submitted Date	Issue/Submitted Date End	Populate From
<input type="text"/>	<input type="text"/>	<input type="text" value="YYYY/MM/DD"/>	<input type="text" value="YYYY/MM/DD"/>	<input type="text" value="EDA"/> <input type="text" value="WAWF"/>

[\[+\] Advanced Search Criteria for WAWF](#)

NOTE: You must either enter a Contract Number or select one from the search results.

For additional information regarding pre-populating contract data from EDA, please refer to the EDA Pre-Pop Demonstration for DR_879 by clicking the information button.

Information

Click the arrow to continue to the next frame of the current demonstration.

Vendor - Create Document

Contract Info

CAGE Code / DUNS / DUNS+4 / Ext. *	Contractual? *	Contract Number Type	Contract Number *	Delivery Order
<input type="text" value="00C91/021799486/0001/"/>	<input type="text" value="Y"/>	<input type="text" value="DoD Contract (FAR)"/>	<input type="text" value="HQ033908C3256"/>	<input type="text" value="0040"/>

* = Required Fields

Pre-Populate Contract Number/Delivery Order

Contract Number begins with	Delivery Order begins with	Issue/Submitted Date	Issue/Submitted Date End	Populate From
<input type="text"/>	<input type="text"/>	<input type="text" value="YYYY/MM/DD"/>	<input type="text" value="YYYY/MM/DD"/>	<input type="radio" value="EDA"/> <input type="radio" value="WAWF"/>

[\[+\] Advanced Search Criteria for WAWF](#)

NOTE: You must either enter a Contract Number or select one from the search results.

Once the required fields are entered, click the Next button to continue.

The Populate CLINs button can also be clicked to get a list of all available CLINs from EDA.

Note: The Delivery Order field is optional in WAWF, however it may be required by your contract.



[User](#) [Vendor](#) [Property Transfer](#) [Documentation](#) [Lookup](#) [Logout](#)

The Document Selection page is displayed with a list of valid document types for the selected contract number and pay system.

Create New Document

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

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay Official
HQ033908C3256	WBT1	A3JF6182HDG34JA	00C91	114896066			HQ0339

* = Required Fields

Select Document to Create: *

- Invoice
- Invoice as 2-in-1 (Services Only)
- Commercial Item Financing
- Performance Based Payment
- Progress Payment
- Receiving Report
- Invoice and Receiving Report (Combo)
- Reparables Receiving Report
- Invoice and Reparables Receiving Report (Combo)
- Cost Voucher (FAR 52.216-7, 52.216-13, 52.216.14, 52.232-7)
- Non Procurement Instruments (NPI) Voucher
- Grant Voucher
- Telecom Invoice (Contractual)

Click the radio button for Invoice.

[Previous](#)

[Reset](#)

[Help](#)

Wide Area Workflow

User Vendor Property Transfer Documentation Lookup Logout

Create New Document

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

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay Official
HQ033908C3256	WBT1	A3JF6182HDG34JA	00C91	114896066			HQ0339

Search For : Invoice No.
 Template

The Create from Template option appears after the document type is selected.

Active Documents Archived Documents Active and Archived Documents

* = Required Fields

Select Document to Create: *

- Invoice
- Invoice as 2-in-1 (Services Only)
- Commercial Item Financing
- Performance Based Payment
- Progress Payment
- Receiving Report
- Invoice and Receiving Report (Combo)
- Reparables Receiving Report
- Invoice and Reparables Receiving Report (Combo)
- Cost Voucher (FAR 52.216-7, 52.216-13, 52.216.14, 52.232-7)
- Non Procurement Instruments (NPI) Voucher
- Grant Voucher

From: Fast Pay (FAR 52.213-1)

The Next button appears after the document type is selected. Click the Next button to continue.

Wide Area Workflow

User Vendor Property Transfer Documentation Lookup Logout

Vendor - Invoice

Contract >> Pay DoDAAC >> Document >> Routing

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay DoDAAC
HQ033908C3256	WBT1	A3JF6182HDG34JA	00C91	114896066			HQ0339

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

Issue Date	Issue By DoDAAC	Admin DoDAAC *
<input type="text"/>	<input type="text"/>	<input type="text" value="FU4417"/>

The Routing page is displayed.

Ship To Code * / Extension	Ship From Code / Extension
<input type="text" value="FU4417"/> <input type="text"/>	<input type="text"/> <input type="text"/>

WAWF routes documents electronically using the location codes so make sure the information is correct according to the latest contract information. In some cases your contract may require you to complete one or more of the optional location code fields. If needed, ask your contracting officer for clarification.

Enter the Routing Code information and click the Next button to continue.



Wide Area Workflow

User Vendor Property Transfer Documentation Lookup Logout

Vendor - Invoice

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

Header Addresses Discounts Comments Line Item Misc. Amounts Attachments Preview Document

WARNING: The Invoice Date has been pre-populated from the WAWF system server. ←

single * = Required Fields on Submit; double ** = Required Fields on Submit, saving draft document, and tabbing.

Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date	Supplies	Services
HQ033908C3256	WBT1	A3JF6182HDG34JA		<input checked="" type="radio"/> Supplies	<input type="radio"/> Services
Contract Number Type	Invoice Number **	Invoice Date * (WAWF System Server Date)	Final Invoice		
DoD Contract (FAR)		2011/10/11	N		
Shipment Number *	Shipment Date *	Final Shipment			
SHP1111	YYYY/MM/DD	N			
Bill of Lading Number					
Currency Code	Document Total (\$)				
USD					

The Data Capture tabs are displayed with the Header tab as the Active tab.

Note: The Invoice Date has been pre-populated from the WAWF system server. Changing the Invoice Date to a date that is greater than the Invoice Date pre-populated from the WAWF system server may cause processing issues within the entitlement system.

Submit Save Draft Document Previous Help

Wide Area Workflow

User Vendor Property Transfer Documentation Lookup Logout

Vendor - Invoice

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

Header Addresses Discounts Comments Line Item Misc. Amounts Attachments Preview Document

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

single * = Required Fields on Submit; double ** = Required Fields on Submit, saving draft document, and tabbing.

Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date	Supplies	Services
HQ033908C3256	WBT1	A3JF6182HDG34JA		<input checked="" type="radio"/> Supplies	<input type="radio"/> Services

Contract Number Type	Invoice Number **	Invoice Date * (WAWF System Server Date)	Final Invoice
DoD Contract (FAR)	<input type="text" value="INV111"/>	<input type="text" value="2011/10/11"/>	<input type="text" value="N"/>

Shipment Number *	Shipment Date *	Final Shipment
<input type="text" value="SHP111"/>	<input type="text" value="YYYY/MM/DD"/>	<input type="text" value="N"/>

Bill of Lading Number

Currency Code	Document Total (\$)
<input type="text" value="USD"/>	

Use the data on your contract to fill in the required fields.

The Invoice Number is mandatory. Enter the Invoice Number before continuing.

If your contract contains Shipment Number/Date, Final Invoice, Bill of Lading Number, First Line Haul (MOCAS only) or Currency Code, you may enter this data.

The Vendor can save an incomplete document by clicking the Save Draft Document button. The Save and Continue functionality allows the user to save the document in its current state and either continue working on it, or come back to it at a later time.



Submit Save Draft Document Previous Help

Wide Area Workflow

User Vendor Property Transfer Documentation Lookup Logout

Vendor - Invoice

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

Header **Addresses** Discounts Comments Line Item Misc. Amounts Attachments Preview Document

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

* = Required Fields

Payee: 1QU78 DUNS: 114896066 DUNS + 4: Extension:

* Payee Name 1: CACI INC FEDERAL

Payee Name 2:

Payee Name 3:

Address 1: 14370 NEWBROOK DRIVE

Address 2:

Address 3:

Address 4:

City: CHANTILLY

Country: USA

Military Loca

1514206

The Addresses page is displayed upon clicking the Addresses Tab.

WAWF will pre-populate the address information for each of the location codes onto the document based on the routing location codes entered.
- CAGE Code information is pulled from CCR (Central Contractor Registration)
- DoDAAC information is pulled from DAAS (Defense Automatic Addressing System). These sites are the official DoD sites for address information.

If the addresses pulled are incorrect, you must notify your Service/Agency or EB POC to get the address information corrected in these systems.

Administered By DoDAAC: FU4417

* Activity Name 1: FU4417 1 SOCS SOCS ATTN BECO

Activity Name 2:

Activity Name 3:

Address 1: BLDG 90609 CP 850 884 6118

If you want to specify a particular room or building number, which may not be pulled from these systems, you can make that change on this screen.

Please remember that any change you make on the form only applies to the form you are creating and does not apply to future forms you may create. If permanent changes are needed, you will need to get that address information corrected permanently.
No matter what entries are made there must be at least a name of the organization/agency (the Payee Name 1 field).

Submit Save Draft Document Help

Vendor - Invoice

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

- Header
- Addresses
- Discounts**
- Comments
- Line Item
- Misc. Amounts
- Attachments
- Preview Document

WARNING: The Invoice Date has been pre-populated from the WAWF system server.
* Asterisk indicates required entry for 'Save'.

The Discounts page is displayed upon clicking the Discounts Tab.

Document Level Discount Terms

Discount Percentage (%)	Due Days	Actions
		Add
Discount Amount (\$)	Discount Date	Actions
		Add

The Discounts page allows you to offer discounts for payment within a certain number of days.

Click the Add link under Discount Percentage to enter a Discount Percentage and Due Days.

Click the Add link under Discount Amount to enter Discount Amount and Discount Date.

- Submit
- Save Draft Document
- Help

Vendor - Invoice

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

- Header
- Addresses
- Discounts
- Comments**
- Line Item
- Misc. Amounts
- Attachments
- Preview Document

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

Initiator Comments

The Comments page is displayed upon clicking the Comments Tab.

The Comments page allows you to enter Invoice comments.

- Submit
- Save Draft Document
- Help

Vendor - Invoice

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

- Header
- Addresses
- Discounts
- Comments
- Line Item**
- Misc. Amounts
- Attachments
- Preview Document

WARNING: The Invoice Date has been pre-populated from the WAWF system server.
At least one Line Item is required

Line Item Details

Item No.	Stock Part No.	Type	Qty. Shipped	Unit	Unit Price (\$)	Amount (\$)	Actions
							Add

The Line Item page is displayed upon clicking the Line Item Tab.

Click the Add link under the 'Actions' heading to Add a Line Item.

- Submit
- Save Draft Document
- Help

Wide Area Workflow

User Vendor Property Transfer Documentation Lookup Logout

Vendor - Invoice

CLIN/SLIN ACRNs

single * = Required Fields when saving line item; double ** = Required Fields when saving line item, saving draft document, and tabbing.

Item No. **	Stock Part No. *	Type *	
<input type="text" value="0001"/>	<input type="text" value="1111111111111111"/>	<input type="text" value="B8 - BATCH NUMBER"/>	
Qty. Shipped *	Unit *	Unit Price (\$) *	Amount (\$)
<input type="text" value="1"/>	<input type="text" value="EA"/>	<input type="text" value="100.00"/>	100.00
AAI	SDN	ACRN	PR Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Description *

supplies

The Add CLIN/SLIN screen appears. Complete all of the required fields.

For MOCAS, IAPS-E and NAVY payment only. You will see two tabs, a CLIN/SLIN tab and an ACRNs tab. Complete the ACRNs form only if your CLIN/SLIN is funded by more than one ACRN.

When all the required information has been added for the line item, click the Save CLIN/SLIN button at the bottom of the screen.

Save CLIN/SLIN Save Draft Document Previous Help

Wide Area Workflow

User Vendor Property Transfer Documentation Lookup Logout

Vendor - Invoice

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

Header Addresses Discounts Comments **Line Item** Misc. Amounts Attachments Preview Document

WARNING: The Invoice Date has been pre-populated from the WAWF system server.
At least one Line Item is required

Line Item Details

Item No.	Stock Part No.	Type	Qty. Shipped	Unit	Unit Price (\$)	Amount (\$)	Actions
----------	----------------	------	--------------	------	-----------------	-------------	---------

The Line Item is now saved.

To add another Line Item, click the Add link again and repeat the procedure.

You can add up to 999 line items using this action. However, if you need to enter a large number of items, you should use FTP or EDI to submit your Commercial Invoice.

1		EA			100.00	100.00	Edit Delete Add
---	--	----	--	--	--------	--------	--------------------

You may edit or delete Line Items as necessary by clicking the Edit and Delete links under the 'Actions' heading.

Submit Save Draft Document Help

Vendor - Invoice

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

[Header](#) [Addresses](#) [Discounts](#) [Comments](#) [Line Item](#) **Misc. Amounts** [Attachments](#) [Preview Document](#)

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

Miscellaneous Amounts

Misc. Fee	Misc. Fee Amount (\$)	Actions
-----------	-----------------------	---------

[Add](#)



To enter Miscellaneous Amounts click the Add link.

The Misc. Amounts page is displayed upon clicking the Misc. Amounts Tab.

[Submit](#) [Save Draft Document](#) [Help](#)

Vendor - Invoice

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

[Header](#) [Addresses](#) [Discounts](#) [Comments](#) [Line Item](#) [Misc. Amounts](#) **Attachments** [Preview Document](#)

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

WARNING: Wide Area Workflow (WAWF) is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.

There is an attachment size limit of 2MB, attachments over this size will be rejected.

The Attachments page is displayed upon clicking the Attachments Tab.

Attachment

[Browse...](#) [Upload](#)

Attachments Name	Actions
------------------	---------

To locate the file you want to attach, click on the Browse button.

Wide Area Workflow

User Vendor Property Transfer Documentation Lookup Logout

Vendor - Invoice

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

- Header
- Addresses
- Discounts
- Comments
- Line Item
- Misc. Amounts
- Attachments
- Preview Document**

Expand All Collapse All

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

Click the Preview Document tab to View the entire document.

[-]Document Information

Contract Number Type	Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date	Supplies or Services
DoD Contract (FAR)	HQ033908C3256	WBT1	A3JF6182HDG34JA		SPL

Invoice Number	Invoice Date
INV111	2011/10/11

The Preview Document page is now displayed. The Preview Document page provides a full representation of the document. The Vendor can scroll the contents of the tab to review the document.

Summary of Detail Level Information

1 CLIN/SLIN(s)	0.00
0 Miscellaneous Amount(s)	0.00
	100.00

If after reviewing the invoice information you notice an inaccuracy, you may return to the appropriate tab to correct the information.

Shipment Number
SHP1111

[-]Line Item Information

Item No.	Stock Part No.	Type	Qty. Shipped	Unit	Unit Price (\$)	Qty. Accepted	Amount (\$)
0001	1111111111111111	B8	1	EA	100.00		100.00

SDN	ACRN	AAI	PR Number
-----	------	-----	-----------

Description
supplies

- Submit
- Save Draft Document
- Help

Vendor - Invoice

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

- Header
- Addresses
- Discounts
- Comments
- Line Item
- Misc. Amounts
- Attachments
- Preview Document

Expand All Collapse All

The Vendor can expand all document sections by clicking the Expand All link. The Vendor can collapse the contents of the tab by clicking the Collapse All link.

WARNING: The Invoice Date has been

- [+]Document Information
- [+]Line Item Information
- [+]Address Information
- [+]Misc Information
- [+]Workflow Information

The Vendor can expand and collapse individual headers by clicking on the section headers.

Click the Submit button to submit the document.

- Submit
- Save Draft Document
- Help

Success

The Invoice was successfully submitted.
It has been processed via EDI.

Contract Number	Delivery Order	Shipment Number	Invoice Number
HQ033908C3256	WBT1	SHP1111	INV111

Email sent to Vendor: wawf@caci.com
Email sent to Pay Official: wawf@caci.com

[Send Additional Email Notifications](#)

Tue Oct 11 11:22:03 EDT 2011

After the Invoice has been submitted, the WAWF system informs you that the submission was successful.

E-mails, FTP and EDI notifications were sent as applicable.

If you would like to add more addresses, click the Send Additional Email Notifications link.

[Return](#)

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.



This concludes the overview for a Vendor creating a GSA Contract - Invoice document.

Accept