Wide Area Workflow
Receipts and Acceptance Overview

HIT ANY KEY TO CONTINUE
OR HIT ESCAPE KEY TO END SHOW
• Background
• Procurement Cycle
• Benefits
• Application Process
• Program Management Players
• Access and Public Key Infrastructure
• Additional Information
Background

• **Problem:** Acceptance & Payment Process predominately supported by hard copy today

• **Requirement:** Electronically capture and coordinate the four basic items necessary to make a payment

<table>
<thead>
<tr>
<th>Input</th>
<th>Output</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract</td>
<td>Disbursing Voucher</td>
</tr>
<tr>
<td>Vendor Invoice</td>
<td></td>
</tr>
<tr>
<td>Receiving Reports</td>
<td></td>
</tr>
</tbody>
</table>

• **Objective:** Create an Electronic Commerce environment using existing tools
Procurement Cycle

Vendor → RFP → Proposal → Contracting → Contract → Requiring Activity → Invoice → Goods → Requisition → DFAS → Receivng Report → Vendor’s Bank → EFT → $$

Documents available via WAWF-RA
Who Will Benefit?

**Vendors**
- Electronic submission of documents
- Reduction of lost or misplaced documents
- Opportunity for discounts
- Total visibility of document status
- Cost/time of sending same documents through U.S. mail
- Secure transactions with audit trail
- Downloadable software from the web at no cost

**DoD**
- Electronic recording of inspection and acceptance of goods and services
- Global accessibility of documents
- Improved data accuracy
- Electronic transaction processing into entitlement systems - Reduced re-keying
- Reduction in unmatched disbursements
- Real-time processing
- Secure transactions with audit trail
WAWF-RA Roles

• Vendors
  - Submit Invoices and/or Receiving Reports
  - Check Status of Documents in History Folder
  - Correct & Resubmit Rejected Documents

• Government Inspectors
  - First Step in Acceptance Process
  - Add Quantity Received and Checks Inspection Block
  - Can Create Receiving Report if Applicable

• Government Acceptors
  - Digitally Sign Receiving Report for Acceptance
  - Can Perform Inspection/Acceptance in One Step
  - Can Create Receiving Report if Applicable
WAWF-RA Roles Continued

• Payment Officials
  – Review and Process Non-EDI Documents
  – Reject Documents

• Local Processing Offices (LPO)
  – Certify Invoices and Receiving Reports if Applicable

• View Only
  – Supervisors and/or Contracting Officers Monitor Process

• Auditors
  – Transaction View to All Actions Taken
Vendor Considerations for Data Submission

• On-line entry interface: 60 minute time limit to enter CLIN information
  – Small number of transactions
  – Few line items per transaction

• FTP or EDI interface:
  – Large number of transactions
  – Many line items per transaction
  – Vendor system can be easily modified to generate prescribed format
WAWF Web Functions

Vendor

Inspection Activity

Acceptance Activity

Local Processing Office

WAWF-RA

Inbox, History Folders, Role Specific Folders

Payment Office
Scenario: Combination Document

Create Combination Document Using WAWF-RA
Scenario: Source Acceptance Combination Document

Create Source Acceptance Combination Document Using WAWF-RA
Scenario: 2-n-1 (Services Only) Document

Create 2-n-1 Document Using WAWF-RA
Scenario: Stand Alone Invoice

Create Stand Alone Invoice Using WAWF-RA
Scenario: Fast Pay Invoice

Create Fast Pay Invoice Using WAWF-RA
Scenario: Stand Alone Receiving Report

Create Stand Alone Receiving Report Using WAWF-RA
Scenario: Source Acceptance Stand Alone Receiving Report

Create Source Acceptance Stand Alone Receiving Report Using WAWF-RA
Create Direct Bill Public Voucher Using WAWF-RA

Scenario: Interim Direct Bill Public Voucher
Scenario: Interim Non-Direct Bill Public Voucher

Create Non-Direct Public Voucher Using WAWF-RA
Scenario: Final (Direct/Non-Direct) Public Voucher

Create Final (Direct/Non-Direct) Public Voucher Using WAWF-RA
WAWF Electronic Data Interchange (EDI)

- WAWF-RA
- EDI
- DEBX
- Entitlement System
- EDI 810, 856, 861
- Payment Transactions OUT
- Vendor Submission IN
- Disbursement to Vendor IN
Entitlement Systems

• MOCAS (Contract Pay Purchases)
• SAMMS/BSM (DLA Contracts)
• One-Pay (Navy Contracts)
• CAPS (Army, Marine Corps and Defense Agency Contracts)
• IAPS (Air Force Contracts via Manual Entry)
# Program Management Players

<table>
<thead>
<tr>
<th>ROLE</th>
<th>RESPONSIBLE ORGANIZATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oversight</td>
<td>Acquisition Governance Board (AGB)</td>
</tr>
<tr>
<td>Align WAWF with Acquisition Domain Objective</td>
<td>Joint Acquisition Electronic Business Oversight Board (JAEBOB)</td>
</tr>
<tr>
<td></td>
<td>Chair: OSD/DPAP</td>
</tr>
<tr>
<td>Functional Requirements</td>
<td>Joint Requirements Board (JRB); (DFAS, Services, Agency Members)</td>
</tr>
<tr>
<td></td>
<td>Co-Chair: OSD/DPAD, DCMA</td>
</tr>
<tr>
<td>Budget, Schedule, and Application Development</td>
<td>Data Interchange Standard Association (DISA)</td>
</tr>
<tr>
<td>Operation and Maintenance</td>
<td>Defense Enterprise Computing Center (DECC), Ogden</td>
</tr>
</tbody>
</table>
Accessing WAWF-RA

- USER ID/Password

- Public Key Infrastructure (PKI)
  - DoD moving towards this option
  - Required for all DFAS users
Basic USERID and PKI Concepts/Benefits

- **Identification and Authentication**
- **Data Integrity**
- **Non-repudiation**
- **Encryption**
  - Privacy

Receiver is assured that the Sender is who they claim to be

Sender and Receiver are assured that the data has not been changed in any way

Only intended Receivers can decode and see the data
Obtaining PKI Certificates

• **Government**
  - Contact your Local Registering Authority (LRA)

• **Vendors**
  - Contact one of the DOD approved interim external certificate authorities

  Operational Research Consultants Inc.
  [http://eca.orc.com](http://eca.orc.com)

  Digital Signature Trust Co.
  [http://www.digsigtrust.com/ieca](http://www.digsigtrust.com/ieca)

  Verisign
  [http://www.verisign.com](http://www.verisign.com)
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
• DEBX: Defense Electronic Business Exchange - Used to Translate EDI to WAWF User Defined File and Vice Versa
Acronyms

• EDI: Electronic Data Interchange - Standard 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
• BSM - Business System Modernization
• CAPS - Computerized Accounts Payable System
• IAPS - Integrated Accounts Payable System
Information Sources

• Wide Area Workflow Web Sites
  - Production: https://wawf.eb.mil
  - Training: https://wawftraining.eb.mil
  - 2.0D Archive: https://rmb.ogden.disa.mil

• DFAS Electronic Commerce:
  - http://www.dfas.mil/cedi

• Contact the Ogden Customer Service Center
  - phone: 1 800 392 1798; Option 8
  - e-mail: cscassig@ogden.disa.mil