



Procurement Integrated Enterprise Environment WAWF for CORs

Office of the Director, Defense Pricing and Contracting
Contracting e-Business (CEB)

Office of the Under Secretary of Defense
(Acquisition and Sustainment)

Co-Presented by Defense Logistics Agency (DLA)
Procurement Integrated Enterprise Environment (PIEE) PMO

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PIEE Module Overview



28 Current PIEE Modules

- Broken into six key functional buckets of the Acquisition process.
- Two Buckets, Operational Support and Account and Access Management, support the overall PIEE infrastructure.
- DLA is the overall PIEE program manager responsible for the environment and for several of the modules within PIEE.
- Some modules use the common services available throughout PIEE (such as single-sign-on (SSO)) but are hosted outside of the PIEE hosting environment and/or managed by other than DLA.



Agenda

- **COR Overview**
- **WAWF Policy Overview**
- **WAWF Vendor Document Creation**
- **Government Acceptance**
- **Cost Contracts/ Cost CLINs**
- **SPM Impacts**
- **EDA Search and Reporting**
- **Frequently Asked Questions**
- **Wrap Up and Q&A**



COR Overview



COR's Responsibilities and Appointment

What is a COR?

- A Contracting Officer's Representative (COR) is personnel **designated in writing** by a Contract Officer to **conduct contract surveillance** to verify that the contractor is fulfilling contract requirements and to document performance for the contract record.
- CORs function as the eyes and ears of the contracting officer and as liaisons between the Government and contractors when executing **surveillance** responsibilities. Most important, CORs provide essential oversight to ensure that each contractor executes the relevant organization's mission, as stipulated in the contract.

Two Systems to perform COR responsibilities:

- **Designated = Joint Appointment Module (JAM)** - Allows the nomination/appointment and termination of an individual as a COR against a DoD contract or a contract or order issued on behalf of a DoD assisting agency.
- **Surveillance = Surveillance and Performance Monitoring Module (SPM)** - Provide management, oversight, surveillance, and performance monitoring into the contract for which a COR had been appointed

There are four distinct Roles in the COR Nomination/Appointment Process:

1. COR
2. COR's Supervisor
3. Contracting Officer
4. Contract Specialist

Other SPM roles include:

1. Quality Assurance POC (QAPOC)
2. Administrative Contracting Officers (ACO)
3. Manager
4. Department Administrator



COR's Roles in PIEE

- Each user (in this case, COR) needs to have their own PIEE login, complete their user profile, and add their own roles. Users will add roles in PIEE under the SPM system, except for the COR Supervisor role, who is pulled from COR's PIEE User Profile and approves Nominations/Appointments via a tokenized email link.
- CORs can only have **ONE COR** role at the **ONE DoDAAC** location. CORs should register for the **SPM COR role** at their **HOME DoDAAC**. If the COR's DoDAAC is wrong, the GAM must reject the role, the COR change the DoDAAC and resubmit the role request. The COR's Supervisor will approve the role and the GAM associated with the new DoDAAC will need to activate the role. NOTE: A COR's DoDAAC has no effect on the COR's ability to self-nominate or be appointed as a COR in JAM. A wrong DoDAAC should not hold up the COR's nomination process.
- Contracting Officers, Contract Specialists, QAPOCs, and ACOs can have MULTIPLE roles at MULTIPLE DoDAAC locations. The CO, CS, QAPOC, ACO will register for the respective SPM role for EACH Issuing Office DoDAAC they will have a role on.
- Why are COR roles and appointments different than other PIEE roles?
 - Having a COR role just grants user the ability to be appointed as a COR. Without the appointment, CORs will not have the complete set of capabilities they need in SPM to perform surveillance on the contract.
 - CORs should also add the Acceptor role under the WAWF Application.



New CORs Registration

Registration Steps

1. Registration Home
2. Authentication
3. Security Questions
4. Profile
5. Supervisor / Agency
6. Roles
7. Justification
8. Summary
9. Agreement

Roles

Step 1. Select the appropriate Application from the list below
WAWF - Wide Area Workflow

Step 2. Select One or More Roles from the list below (Ctrl+Click)
User Roles for WAWF

- Acceptor
- Acceptor View Only
- Admin By View Only
- Cost Voucher Administrator
- Cost Voucher Approver
- Cost Voucher Approver View Only

Step 3. Click 'Add Roles'
+ Add Roles

Step 4. Fill out the required information for the applicable applications


Roles Summary

Application	Role	Location Code Type	Location Code *	Extension	Group	Action
SPM CCM JAM	Contracting Officer Representative	DoDAAC	FU4417	N/A		Delete
WAWF MINV CCM BANKS	Acceptor	DoDAAC	FU4417			Delete

Showing 1 to 2 of 2 entries

Tip If you need access to any other applications, Repeat Steps 1 to 4 again

Tip You can view a list of all PIEE roles and their descriptions and functions in the PIEE Role List Matrix.

- As a new PIEE user, register for a account. Follow the profile creation process.
- Add the COR role under the SPM Application.
-  **TIP:** CORs should also add the Acceptor role under the WAWF Application.
- The Contract Acceptance Location should be equal to where to where the COR works.

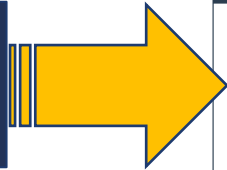


How To Add roles to Existing PIEE Accounts

PIEE
6.9.0 Procurement Integrated
Enterprise Environment

My Account

Help



My Account

Profile

User

View/Edit the user profile information.

Supervisor

View/Edit the user's supervisor information.
some

Alternate Supervisor

View/Edit the user's alternate supervisor
information.

Roles

Add Additional Roles

Add additional roles to your account.

Manage Roles

View existing roles, resubmit
rejected/inactive/archived roles, add
comments/attachments to the existing roles
and send reminder e-mails to your
Supervisor(s)/Sponsor (Govt./Govt.
Contractor users only).



- Existing Users: Login to PEE
- Select "My Account" on top menu
- Select "Add Additional Roles" under Roles menu
- Verify information on profile is accurate and progress to roles menu
- Select "WAWF" Application and the Acceptor role

Roles

Step 1. Select the appropriate Application from the list below

WAWF - Wide Area Workflow

Step 2. Select One or More Roles from the list below (Ctrl+Click)

User Roles for WAWF

- Acceptor
- Acceptor View Only
- Admin By View Only
- Cost Voucher Administrator
- Cost Voucher Approver
- Cost Voucher Approver View Only

Step 3. Click 'Add Roles'

+ Add Roles

Step 4. Fill out the required information for the applicable applications

Roles Summary

Application	Role	Location Code Type	Location Code *	Extension	Group	Act
WAWF MINV CCM BANKS	Acceptor	DoDAAC	FU4417			Del



WAWF Policy Overview



Wide Area Workflow (WAWF) Overview

Deployment Date: July 2003 (Original Deployment) / August 2009 (Tech Refresh)

Description: To provide a standards-based architecture that allows vendors to submit and track invoices and receiving reports electronically through web entry, File Transfer Protocol (FTP), and Electronic Document Interchange (EDI). WAWF then routes these actions to users and systems throughout DoD to perform required acceptances or approvals and then sends results to financial systems and other interested systems.

Users: Contracting, Finance, Logistics, Requiring Activity Government Users. Industry Users.

Policy: DFARS 232.70, 252.232-7003, 252.232-7006, Appendix F, PGI 232.70, 10 USC 2227, FAR Part 32.

- Regulations for the electronic submission and processing of payment requests and receiving reports
- Material Inspection Receiving Report Instructions
- WAWF Payment Instructions
- Requires invoice and supporting documentation (i.e., invoice and receiving report) be processed electronically



WAWF Policies to Know

DFARS 252.232-7003

- Electronic Submission of Payment Requests and Receiving Reports
 - Requires electronic submissions

DFARS 252.232-7006

- WAWF Payment Instructions
 - Explains how to use WAWF

DFARS Appendix F

- Material Inspection and Receiving Report
 - Defines Data requirements for a receiving report



252.232-7003: Electronic Submission of Payment Requests and Receiving Reports

- Read the full clause: <https://www.ecfr.gov/current/title-48/chapter-2/subchapter-H/part-252/subpart-252.2/section-252.232-7003>
- Policy Overview:
 - Defines a Receiving Report and Payment Request Types
 - Mandates PIEE's WAWF as DoD electronic invoicing system.
 - Defines specific exceptions to use of WAWF:

“(1) The Contractor has requested permission in writing to do so, and the Contracting Officer has provided instructions for a temporary alternative method of submission of payment requests and receiving reports in the contract administration data section of this contract or task or delivery order;

(2) DoD makes payment for commercial transportation services provided under a Government rate tender or a contract for transportation services using a DoD-approved electronic third party payment system or other exempted vendor payment/invoicing system (e.g., PowerTrack, Transportation Financial Management System, and Cargo and Billing System);

(3) DoD makes payment on a contract or task or delivery order for rendered health care services using the TRICARE Encounter Data System; or

(4) The Governmentwide commercial purchase card is used as the method of payment, in which case submission of only the receiving report in WAWF is required.”



252.232-7006: WAWF Payment Instructions

- Read the full clause: <https://www.ecfr.gov/current/title-48/chapter-2/subchapter-H/part-252/subpart-252.2/section-252.232-7006>
- Policy Overview:
 - Provides instructions on what document type to use
 - Provides a data table that identifies the WAWF Routing for the contract:

Field Name in WAWF	Data to be entered in WAWF
Pay Official DoDAAC	
Issue By DoDAAC	
Admin DoDAAC**	
Inspect By DoDAAC	
Ship To Code	
Ship From Code	
Mark For Code	

Field Name in WAWF	Data to be entered in WAWF
Service Approver (DoDAAC)	XXXXXX
Service Acceptor (DoDAAC)	
Accept at Other DoDAAC	
LPO DoDAAC	
DCAA Auditor DoDAAC	
Other DoDAAC(s)	

Data should be entered in table as below example for all applicable DoDAACs.



WAWF Payment Instructions Example

<i>Field Name in WAWF</i>	<i>Data to be entered in WAWF</i>
Pay Official DoDAAC	HQ0697
Issue By DoDAAC	W912D1
Admin DoDAAC**	W912D1
Inspect By DoDAAC	W900W5
Service Approver (DoDAAC)	W900W5
Service Acceptor (DoDAAC)	W900W5



DFARS Appendix F: Material Inspection and Receiving Report

- Read the full appendix: <https://www.ecfr.gov/current/title-48/chapter-2/appendix-Appendix%20F%20to%20Chapter%202>
- General Overview:
 - “(a) This appendix contains procedures and instructions for the use, preparation, and distribution of the Wide Area Work Flow (WAWF) Receiving Report (RR), WAWF Repairable Receiving Report (WAWF RRR), the WAWF Energy RR, and commercial shipping/packing lists used to document Government contract quality assurance. The WAWF RR is the electronic equivalent of the DD Form 250, Material Inspection and Receiving Report (MIRR). The WAWF Energy RR is the electronic equivalent of the DD Form 250 for overland shipments and DD Form 250-1, Tanker/Barge Material Inspection and Receiving Report, for waterborne shipments. The WAWF RRR is the electronic equivalent of the DD Form 250 for repair, maintenance, or overhaul of Government-furnished property.
 - (b) The use of the DD Form 250 series documents is on an exception basis (see DFARS (a)) because use of the WAWF RR is now required by most DoD contracts. WAWF provides for electronic preparation and documentation of acceptance of supplies and services, and electronic invoicing. In addition WAWF allows the printing of a RR that can be used as a packing list or when a signed copy is required.”
- The full appendix goes into great detail into the use and preparation of the WAWF receiving documents.



WAWF Document Type Overview

- WAWF can be used to create, submit, inspect, accept, certify, or process payment on the following document types.
- NOTE: Combo is a create method NOT a document type.
 - Per 232.252-7006, the government may not require the use of a COMBO. The vendor may choose to use a COMBO or standalone invoice and receiving report

Invoice Type Documents	Receiving Reports Documents	Finance Documents	Voucher Documents
Commercial Invoice	Receiving Report	Commercial Item Financing	Voucher
Invoice Fast Pay	Energy Receiving Report	Performance Based Payment	
Commercial Invoice 2N1	Purchase Card Receiving Report	Progress Payment	
Credit Invoice	Reparable Receiving Report		
Energy Commercial Invoice	IGT Receiving Report		
Construction Payment Invoice			



Policy Overview for CORs

What should a COR take away from these policies?

- Unless there is a specific deviation, your vendor likely should be using WAWF to submit payment requests and/ or receiving reports.
- An Invoice 2n1 is the appropriate document type for fixed price service contracts
 - A receiving report is not needed for fixed price services if the vendor uses a 2n1.
 - A Cost Voucher should be used for Cost Contracts/ Cost Line Items.
- The Payment Instructions and all DoDAAC routing information should be clearly identified in the contract.




Vendor Document Creation: Commercial Invoice 2 in 1





Vendor Creation: PIEE Homepage



- To create documents in WAWF, vendors will require a “WAWF Vendor” role.
- Before a vendor starts to initiate any WAWF document, they should be familiar with and have copy of their contract present during the WAWF document creation process. The data on the contract, such as addressing and line item details, are essential for creating any WAWF documents. It is suggested they reread the contract before starting to create a WAWF document.
-  **TIP:** If for some reason they do not have a copy, the vendor can obtain one from Electronic Data Access (EDA), DoD’s contract data repository. Like WAWF document creation, the “Vendor” role is required to access EDA and view the contract.
- After login, select the WAWF icon to begin submitting a document through WAWF.



Vendor Creation: WAWF Initiation

WAWF

User Vendor Documentation Lookup Exit

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
Contractor Receiver (Acquisition)

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

Vendor Messages
(2020-05-13 00:00:00) System: *All* Subject: *AWS WAWF-GT IS THE PIEE TEST SYSTEM* *Action Required! Critical! Mes*
Users

AWS WAWF-GT IS THE PIEE TEST SYSTEM
THIS IS NOT PRODUCTION
For Production, use the following link: <https://wawf.eb.mil>

- After opening the WAWF icon, the vendor will select the “Vendor” menu option to begin creating documents. Document creation is the first option here. They may also view any previously submitted documents that have been rejected back from the government from this “Vendor” selection menu.
- Click on “Create Document” to proceed.



Vendor Creation: Document Identifiers

Vendor - Create Document

Contract Info

CAGE Code / DUNS / DUNS+4 / Ext. *	Contractual? *	Contract Number Type	Contract Number *	Delivery Order	From Template? *
06481/039134218 / ▾	Y ▾	▾	W1234520D0001	W12345F0001	N ▾

* = 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
▾	▾	YYYY/MM/DD	YYYY/MM/DD	EDA WAWF

- In order to create a document in WAWF, the vendor will need to start by selecting their CAGE code from the dropdown menu. Only CAGE codes associated with the WAWF vendor role will display.
- They must also enter a Contract Number. If the Contract also has a Delivery Order Number, it **MUST** be entered as well. The CAGE must match the one on the contract. If the initiator has more than one CAGE, they must pick the one that matches the contract/ order the intend to submit a document against.
- You should be able to locate these values on the front page of your contract. Here is the likely location on your contract to find each of these three elements based on the form type used:

Element/ Form Type*	DD1155	SF1449	SF26	SF33
CAGE	Block 9	Block 17a	Block 7	Block 15A
Contract Number	Block 1	Block 2	Block 2	Block 2
Delivery Order	Block 2	Block 4	Block 4	Block 6

Helpful Hints:

- Do not select "Y" under "From Template ?" unless you intend to use a previously submitted WAWF document.
- It is not necessary to use the pre-populate contract number/delivery order options

* Other form types available in back up



Vendor Creation: Pay Official

Vendor - Create Document

[Contract >>](#) Pay DoDAAC

INFO: Unable to retrieve PDS XML from EDA. The PDS XML was not found in EDA.
INFO: The contract data is not available in DoD EDA.
INFO: Click the Previous button or [Contract >>](#) link to enter a different Contract Number

Contractual	Reference Procurement Identifier	Contract Number Type
Y	<input type="text"/>	DoD Contract (FAR)

* = Required Fields

Helpful Hints:

Error messages, Warnings, and Information messages will display at the top of the page.

- INFO messages are informational and do not indicate a problem.
- WARNING messages indicate a possible problem. Read these messages carefully.
- ERROR messages will indicate an error with the information entered. These must be corrected to continue. Vendors must read these messages carefully and update the document prior to submission.
- While PDS and Prepopulated date is preferred, not having that contract data source should not stop creation of a WAWF document.

- The vendor must enter the Pay Official DoDAAC on the next screen. This should prepopulate from EDA data. If it does not you can enter it manually. If you need to enter it manually, you can find it one front

Element/ Form Type	DD1155	SF1449	SF26	SF33
Pay Official	Block 15	Block 18a	Block 12	Block 25

- Identification of the correct Pay Office is critical to successful payment of the invoice. If this is not entered correctly, it may result in rejection and/ or delays in payment.
- After entry of the Pay Office, the vendor should select the next button to continue.
- Reference Procurement Identifier will automatically populate if it is available and applicable to your contract. If the contract does not have a Reference Procurement Identifier prepopulate, it is recommended to leave it blank. Most contracts do not have one.



Vendor Creation: Document Type

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay Official	Currency Code
W15P7T20D0001	W15P7T20F0001		001Z0	625368923			HQ0131	USD ▼

* = Required Fields

Select Document to Create: *

- ☐ Invoice
- ☐ Credit Invoice
- ☒ Invoice as 2-in-1 (Services Only)
- ☐ Construction Payment Invoice
- ☐ Commercial Item Financing
- ☐ Performance Based Payment
- ☐ Progress Payment
- ☐ Receiving Report
- ☐ Invoice and Receiving Report (Combo)

Next Previous Reset Help

After selection of the Pay Office, the vendor must select the correct currency and type of document. The currency will default to US Dollars but can be changed to match the currency of the contract.

Next they will need to select the type of document that want to create. This will vary depending upon the type of contract you have with the government. The WAWF instructions in DFARS 232.252-7006 should provide the vendor with the instructions on what to select. If the vendor still has questions on what document to select, please reach out to your Contracting Officer for assistance in guiding them on the right document to select.

In this example, we have picked the Invoice as 2-in-1 (Services Only), one of the most widely used documents to be created in WAWF and most used on contracts where CORs are appointed. This is a single document that carries the invoice and approval. This document may NOT be used for any shipment involving property or cost type line items.



Vendor Creation: Routing Screen

Vendor - Invoice 2-in-1

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

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay DoDAAC
W15P7T20D0001	W15P7T20F0001		001Z0	625368923			HQ0131

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

Effective Date	Issue By DoDAAC	Admin DoDAAC *	Inspect By DoDAAC / Extension
<input type="text" value="2020/01/06"/>	<input type="text" value="W15P7T"/>	<input type="text" value="W15P7T"/>	<input type="text"/>
Service Acceptor * / Extension	Ship From Code / Extension	LPO DoDAAC / Extension	
<input type="text" value="FU4417"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	

The fields available on the routing page will vary depending on the document type previously selected. This will attempt to prepopulate from EDA. The vendor shall enter any required and missing entries and must confirm that any prepopulated entries are correct. These values can be found in the contract in the “WAWF Invoicing Instructions” or in the following locations:

Element/ Form Type	DD1155	SF1449	SF26	SF33
Issue By DoDAAC	Block 6	Block 9	Block 5	Block 7
Admin By*	Block 7	Block 10*	Block 6	Block 24
Ship To**	Block 10 or “See Schedule”	Block 4 or “See Schedule”	Block 11 or “See Schedule”	Block 23 or “See Schedule”

* Admin By is the same as the Issue By DoDAAC if it is not separately identified.

** Service Acceptor must be the same for all items on the WAWF document. If the block states “See schedule,” the contract should identify the specific location where the items are to be shipped or, in the case of a 2-in-1, services accepted. This can also be called “Ship To” on some contracts.



Vendor Creation: Header Tab

Vendor - Invoice 2-in-1

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

Header | Addresses | Discounts | Comments | Line Item | Attachments | Misc. Amounts | 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	Effective Date	CAGE Code/Ext.	Pay DoDAAC
W15P7T20D0001	W15P7T20F0001		2020/01/06	001Z0	HQ0131
Contract Number Type	Invoice Number **	Invoice Date * (WAWF System Server Date)	Final Invoice *		
DoD Contract (FAR)	<input type="text"/>	<input type="text" value="2022/01/06"/>	<input type="button" value="v"/>		
Shipment Number	Shipment Date	Final Shipment			
<input type="text"/>	<input type="text" value="YYYY/MM/DD"/>	<input type="button" value="v"/>			
Billing/Account Number	Period of Performance From Date	Period of Performance To Date			

The Header Tab captures high level information about the document. Fields with a single asterisk (*) are required for submission. Fields with a double asterisk (**) are required to save the document or move on to additional tabs at the top of the page. There are some additional fields that might be required for the specific contract. Details are available on the specific creation of documents in web-based training.

Invoice Number	The vendor may can enter any number to track their invoices
Invoice Date	The date the invoice was submitted. It will default to today's date of the WAWF system but can be modified to account for time zone differences.
Final Invoice	Is this invoice the final invoice for the contract/ order? Yes or No?

After all fields are entered, the vendor will need to navigate using the top tabs to complete the rest of the document.



Vendor Creation: Other Tabs

Vendor - Invoice 2-in-1

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

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

The rest of the tabs on the WAWF document are:

Address	The physical addresses are displays from the codes (CAGE and DoDAAC) during the document creation process.
Discounts	Ability to offer discounts beyond those in the contract.
Comments	Document level comments.
*Line Item	The place to identify the goods or services being delivered on this document.
Attachments	Upload any supporting documentation as an electronic attachment to your submission.
Misc. Amounts	A place to identify allowable charges, fees, and taxes.
Preview Document	To preview the completed WAWF Document with all data captured through the creation process.

* The rest of this training will focus on the Line Item tab and submission process. If you wish to get more information on any of the other tabs, please visit the more detailed document creation web-based training.



Vendor Creation: Line Item Tab

Vendor - Invoice 2-in-1

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

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

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

AAI **SDN** **ACRN**
 [clear](#)

At least one Line Item is required

Line Item Details

Item No.	Product/Service ID	Qualifier	Qty. Shipped	Unit of Measure	UofM Code	Unit Price (\$)	Amount (\$)	Actions
----------	--------------------	-----------	--------------	-----------------	-----------	-----------------	-------------	---------

[Add](#)

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

- The Line Item tab captures all the items on the WAWF document for this document. If the vendor has any line items on their contract they are not shipping or invoicing against, they should not include it on the document submission.
- If the line item(s) prepopulate, they will still need to edit the line item to add the quantity shipped.
- If the line items did not prepopulate OR if the line it you wish to deliver against did not prepopulate, the vendor should click “Add” to manually add the line item.



Vendor Creation: CLIN/ SLIN Review/ Update

Vendor - Invoice 2-in-1

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

Item No. **	Product/Service ID *	Product/Service ID Qualifier *	
<input type="text" value="0001"/>	<input type="text" value="services"/>	<input type="text" value="SV - SERVICE RENDERED"/>	
Qty. Shipped *	Unit of Measure *	Unit Price (\$) *	Amount (\$)
<input type="text" value="1"/>	<input type="text" value="MONTH"/>	<input type="text" value="1,000.00"/>	<input type="text" value="1,000.00"/>
AAI	SDN	ACRN	PR Number
<input type="text" value="012345"/>	<input type="text"/>	<input type="text" value="AA"/>	<input type="text"/>
GFE?	Advice Code		
<input type="text" value="N"/>	<input type="text"/>		
Description *			

- The line item data prepopulates from the contract. You must enter the quantity shipped as well as any required fields that did not prepopulate. These are marked with an asterisk (*). Please be sure that prepopulated fields correctly match your contract. The list of line items can be found in the contract. Here is an example of what those details might look like through it can vary slightly from contract to contract.

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001		12	Each	\$6,577.43	\$78,929.16
	Detailed Description of Item				
	FFP				
	FOB: Destination				
	PURCHASE REQUEST NUMBER: PRNUM123				

- If there are delivery of physical item such as those with UID, or Batch/ Lot & Shelf data, a 2n1 is no the correct document type. A Receiving Report and Commercial Invoice should be used.
- One all fields are entered and verified, click the “Save CLIN/ SLIN” button to return to the previous screen.



Vendor Creation: Line Item Lists

Vendor - Invoice 2-in-1

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

Header

Addresses

Discounts

Comments

Line Item

Attachments

Misc. Amounts

Preview Document

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

AAI

SDN

ACRN

[clear](#)

At least one Line Item is required

Line Item Details

Item No.	Product/Service ID	Qualifier	Qty. Shipped	Unit of Measure	UofM Code	Unit Price (\$)	Amount (\$)	Actions
0001	services	SV	1	Months	MO	1,000.00	1,000.00	Edit Delete Add

Submit

Save Draft Document

Help

- After the first line item is present, the vendor can enter any additional line items by clicking the add button.
- This will bring the user back to the same Line Item screen to input all the item data that is part of this WAWF document.



Vendor Creation: Line Item List (con't)

Vendor - Invoice 2-in-1

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

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

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

AAI SDN ACRN
 clear

At least one Line Item is required

Line Item Details

Item No.	Product/Service ID	Qualifier	Qty. Shipped	Unit of Measure	UofM Code	Unit Price (\$)	Amount (\$)	Actions
----------	--------------------	-----------	--------------	-----------------	-----------	-----------------	-------------	---------

- The vendor should continue to add line items to the document until they have identified all associated with this transaction. The document limit is 999 line items so if you have more than 999 on a specific document, you must create multiple documents and divide the line items between the documents.
- Once all line items have been added, the vendor should review all data for accuracy before submitting. The best way to do this is by clicking on the Preview Document tab.
- If the document has any missing fields or errors detected by the system, WAWF will provide a red error message at the top of the screen. Any errors should identify which tab contains the errors, or which field or section is in error. Read these messages carefully as they must be corrected prior to submitting.



Vendor Creation: Submission

Success

The Invoice 2-in-1 (Services Only) was successfully submitted.

Contract Number	Delivery Order	Shipment Number	Invoice Number
W15P7T20D0001	W15P7T20F0001	INVOICE12345	INVOICE12345

Email sent to Vendor: jerolyn.r.melendez.ctr@mail.mil

Email sent to Acceptor: thomas.j.yarborough2.ctr@mail.mil

Notification sent for CAGE code 001Z0 to FTP Directory: /cac_i_db/efp/WAWF_RA_sec/FTPEDIDirectory/ftp_working/JITC/notifications

[Send Additional Email Notifications](#)

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- After submission, the vendor will get a success page informing you that the document was successfully submitted. A series of emails will be sent to the organizations setup to receive them. This is managed by the PIEE Government Administers (GAMs) for each DoDAAC.
- The vendor may also choose to send targeted notifications to individuals by selecting the “Send Additional Email Notifications” link.



TIP: If the COR is not receiving email notification, ask the vendor to use this feature to provide a systematic email to the COR directly.



Government Acceptance: Commercial Invoice 2 in 1





Acceptor: WAWF Document Acceptance

A screenshot of the Wide Area Workflow (WAWF) system interface. The top navigation bar includes "User", "Government", "Documentation", "Lookup", and "Exit". The "Government" menu is expanded, showing "Acceptor", "Government Receiver (Acquisition)", and "Contract Lists". The "Acceptor" option is selected, and a sub-menu is displayed with options: "Create Document", "Acceptance Folder", "Misc. Pay Batch", "Acceptance Folder", "History Folder by DoDAAC", "History Folder by User", "Hold Folder", "Recall - Action Required Folder", "Rejected Transactions Folder", "Post Payment Review Folder", "Suspended CEFT Transactions Folder", "Saved Documents Folder", "Pure Edge Folder", "View Parameters", and "View Only Folder (Contract Number)". The "Acceptance Folder" option is highlighted. The main content area displays a welcome message: "Welcome to Wide Area Workflow (WAWF)! Please start by selecting one of the links from the menu above." Below this, there is a section titled "Government Support Contractor Messages" with a message from the system: "System: All Subject: AWS WAWF-GT IS THE PIEE TEST SYSTEM Action Required! Critical! Message For: All". The message text is partially obscured by a large, semi-transparent watermark that reads "PIEE TEST SYSTEM".

- After submission by the Vendor, the government acceptor will login to PIEE and Navigate to the WAWF module.
- Select Government > Acceptor > Acceptance Folder to view documents pending an Acceptor's action.



Acceptor Folder Search

Search Criteria - Acceptance Folder	
FOUO - Privacy Sensitive:	
<i>Privacy Act Statement - This information is protected under the Privacy Act of 1974 and shall be handled as "FOR OFFICIAL USE ONLY." Violations may be punishable by fines, imprisonment, or both.</i>	
DoDAAC * / Extension	
<input type="text" value="FU4417"/>	
Contract Number	Delivery Order
<input type="text"/>	<input type="text"/>
Reference Procurement Id	
<input type="text"/>	
Vendor (Payee) / Vendor (Payee) Extension	Ship From / Ship From Extension
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
Shipment No.	Invoice Number
<input type="text"/>	<input type="text"/>
Communication Service Agreement (CSA)	
<input type="text"/>	
SSN / Confirm SSN	Tax Id (EIN)
<input type="text"/> <input type="text"/>	<input type="text"/>
Type Document	Status
<input type="text" value="All Documents"/>	<input type="text" value="All Documents"/>
Save Folder Search as Favorite	
Saved Search Name: <input type="text"/>	
<input type="button" value="Save As Favorite"/>	
<input type="button" value="Submit"/>	<input type="button" value="Help"/>

- The Acceptor must select the DoDAAC responsible for acceptance of the document from the drop down list.
 - If the acceptor only has one DoDAAC, it will default to that office.
- The Acceptor can enter other criteria such as Contract Number, Delivery Order, Shipment Number, or Invoice Number to narrow results



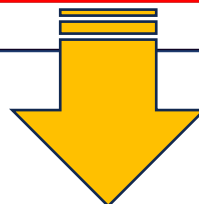
Acceptor Folder Search: New Features

Two “new” features add to the WAWF search

- Users will no longer have to deal with default or mandatory date entries
 - Users are still limited to 500 documents returned so be prepared to use other search criteria if needed.
- Users can create a search and save it as favorite.
 - Saved/ Favorite searches appear on the WAWF landing page below system messages

Search Criteria - Acceptance Folder

Type Documents: All Documents		Status: All Documents	
Create Date (YYYY/MM/DD)	Create Date End (YYYY/MM/DD)	Create Date (YYYY/MM/DD)	Create Date End (YYYY/MM/DD)
Update Date (YYYY/MM/DD)	Update Date End (YYYY/MM/DD)	Update Date (YYYY/MM/DD)	Update Date End (YYYY/MM/DD)
Acceptance Date (YYYY/MM/DD)	Acceptance Date End (YYYY/MM/DD)	Acceptance Date (YYYY/MM/DD)	Acceptance Date End (YYYY/MM/DD)
Invoice Received Date (YYYY/MM/DD)	Invoice Received Date End (YYYY/MM/DD)	Invoice Received Date (YYYY/MM/DD)	Invoice Received Date End (YYYY/MM/DD)
Estimated Delivery Date (YYYY/MM/DD)	Estimated Delivery Date End (YYYY/MM/DD)	Estimated Delivery Date (YYYY/MM/DD)	Estimated Delivery Date End (YYYY/MM/DD)
Billing Period From Date (YYYY/MM/DD)	Billing Period From Date End (YYYY/MM/DD)	Billing Period From Date (YYYY/MM/DD)	Billing Period From Date End (YYYY/MM/DD)
Billing Period To Date (YYYY/MM/DD)	Billing Period To Date End (YYYY/MM/DD)	Billing Period To Date (YYYY/MM/DD)	Billing Period To Date End (YYYY/MM/DD)
Result Size: 20 items	Result Font: 13px	Result Size: 20 items	Result Font: 13px
Save Folder Search as Favorite			
Saved Search Name:		Save As Favorite	
Submit Help			



Acceptance Folder Favorite Searches		
Query Name	Contract List	Actions
W15P7T20D0001 Search		Run Edit Delete



Acceptor Folder Search Results

Acceptance Folder for 'FU4417' (1 items, sorted by Contract Number Ascending)

Item	Type	Vendor (Payee)	DUNS	DUNS+4	Ext	Ref. Procurement Id	Contract Number ▲	Delivery Order	CSA	Shipment Number	Submitted	Last Updated	Shipped	Accepted	Billing
1	Invoice 2in1	001Z0	625368923				W15P7T20D0001	W15P7T20F0001		INVOICE12345	2022-01-06	2022-01-06 17:15:06	2022-01-06		



[\[-\] Shipment](#) [\[-\] Invoice](#)

[Return](#) [Help](#)

- Search results are displayed
- Click the Contract Number to view the contract data from EDA
- Click the Shipment Number or Invoice Number to view the WAWF document.
- User can scroll horizontally to see more columns or use the “[-]” buttons below to collapse shipment or invoice data elements.
- If there are more than one document in the folder requiring your action, work the documents one at a time coming back to this folder to work additional WAWF documents.



Acceptor 2n1 Header View

Acceptor - Invoice 2-in-1

Header				Line Item		Addresses		Misc. Info		Preview Document			
										Document Total:		\$ 2,301.98	
Shipment Number				Shipment Date				Final Shipment					
INVOICE12345				2022/01/06				N					
Billing/Account Number				Period of Performance From Date				Period of Performance To Date					
Routing Information													
Role		Location Code		Extension		Name							
Payee		00120				INTERNATIONAL DEVELOPMENT & RESOURCES, INC.							
Pay Official		HQ0131				DFAS CVDAAD CO							
Issue By		W15P7T				W6QK ACC-APG							
Admin		W15P7T				W6QK ACC-APG							
Service Acceptor		FU4417				FU4417 1 SOCS SOCS							
* = Required Fields													
ACTION BY: FU4417 *													
<input type="checkbox"/> Inspected				Date Received				Signature Date					
<input type="checkbox"/> Accepted and conforms to the contract except as noted				YYYY/MM/DD				YYYY/MM/DD					
<input type="checkbox"/> Reject to Initiator													
										I certify that the services have been received and were accepted.			
										Signature			
										Signature Of Authorized Government Representative			
										<input checked="" type="checkbox"/> Submit Without Preview			

- After opening the document, the Acceptor will see a the Header tab which includes an overview of the document level information submitted by the vendor.
- We will go through each section individually on the next few slides.



Acceptor 2n1 Header View: Header Details

Acceptor - Invoice 2-in-1

Header

Line Item

Addresses

Misc. Info

Preview Document

Contract Number Type	Contract Number	Delivery Order	Reference Procurement Identifier	Effective Date
DoD Contract (FAR)	W15P7T20D0001	W15P7T20F0001		2020/01/06
Invoice Number	Invoice Date	Final Invoice?	Invoice Received Date	
INVOICE12345	2022/01/06	N	2022/01/06	
Summary of Detail Level Information				Total
2 CLIN/SLIN(s)				\$ 2301.98
0 Miscellaneous Amount(s)				\$ 0.00
Document Total:				\$ 2,301.98
Shipment Number	Shipment Date	Final Shipment		
INVOICE12345	2022/01/06	N		
Billing/Account Number	Period of Performance From Date		Period of Performance To Date	

Routing Information

Role	Location Code	Extension	Name
Payee	001Z0		INTERNATIONAL DEVELOPMENT & RESOURCES, INC.
Pay Official	HQ0131		DFAS CVDAAD CO

Submit

Save Draft Document

Previous

Help



Tip: To see the header content, scroll up immediately after the document opens.

- Header level information includes the basic identifiers of the document.
- Line Item Details includes a summary of the line items on the document. These should be viewed in more detail on the Line Item Tab.



Acceptor 2n1 Header View: Routing

Acceptor - Invoice 2-in-1

Header Line Item **Addresses** Misc. Info Preview Document

Document Total: \$ 2,301.98

Shipment Number	Shipment Date	Final Shipment
INVOICE12345	2022/01/06	N
Billing/Account Number	Period of Performance From Date	Period of Performance To Date

Routing Information

Role	Location Code	Extension	Name
Payee	00120		INTERNATIONAL DEVELOPMENT & RESOURCES, INC.
Pay Official	HQ0131		DFAS CVDAAD CO
Issue By	W15P7T		W6QK ACC-APG
Admin	W15P7T		W6QK ACC-APG
Service Acceptor	FU4417		FU4417 1 SOCS SOCS

Required Fields

ACTION BY: FU4417 *

- ☐ Inspected
- ☐ Accepted and conforms to the contract except as noted
- ☐ Reject to Initiator

Date Received

YYYY/MM/DD

Signature Date

YYYY/MM/DD

I certify that the services have been received and were accepted.

Signature

Signature Of Authorized Government Representative

☒ Submit Without Preview

- The Routing Information identifies key offices for processing of the WAWF document:
 - Payee: The Vendor who is requesting payment
 - Pay Official: The Pay Office responsible for entitlement, usually DFAS
 - Issue By: The office that issued the contract (PCO)
 - Admin: The office that is responsible for contract administration
 - Service Acceptor: The office responsible for acceptance of the WAWF document (COR DoDAAC)
- Click Address tab to see more detailed address data for each location.



Acceptor 2n1 Header View: Actions and Signatures

Acceptor - Invoice 2-in-1

Header				Line Item		Addresses		Misc. Info		Preview Document	
								Document Total:		\$ 2,301.98	
Shipment Number				Shipment Date				Final Shipment			
INVOICE12345				2022/01/06				N			
Billing/Account Number				Period of Performance From Date				Period of Performance To Date			
Routing Information											
Role		Location Code		Extension		Name					
Payee		001Z0				INTERNATIONAL DEVELOPMENT & RESOURCES, INC.					
Pay Official		HQ0131				DFAS CVDAAD CO					
Issue By		W15P7T				W6QK ACC-APG					
Admin		W15P7T				W6QK ACC-APG					
Service Acceptor		FU4417				FU4417 1 SOCS SOCS					
* = Required Fields											
ACTION BY: FU4417 *											
<input type="checkbox"/> Inspected				Date Received		Signature Date		I certify that the services have been received and were accepted.			
<input type="checkbox"/> Accepted and conforms to the contract except as noted				YYYY/MM/DD		YYYY/MM/DD		<input type="text" value="Signature"/>			
<input type="checkbox"/> Reject to Initiator								Signature Of Authorized Government Representative			
<input checked="" type="checkbox"/> Submit Without Preview											

- The action section captures the document action being taken by the Acceptor.
 - “Inspected” & “Accepted and conforms to the contract except as noted” actions will both check if one is checked. This identifies that the acceptor wants to accept the document.
 - When performing acceptance, Date Received, Signature Date, and Signature are all required
 - “Reject to Initiator” action will reject the document back to the vendor.
 - When performing rejection, comments are required and can be entered on the Misc. Info tab
 - There is no option to accept for less. If the document is not fully correct (usually one or more CLINs are incorrect), it must be rejected back to the initiator in order to be resubmitted correctly.



Acceptor 2n1 Line Item Tab

Acceptor - Invoice 2-in-1

Header Line Item Addresses Misc. Info Preview Document

Contract Number	Delivery Order	Reference Procurement Identifier	Shipment Number	Shipment Date	Invoice Number	Invoice Date
W15P7T20D0001	W15P7T20F0001		INVOICE12345	2022/01/06	INVOICE12345	2022/01/06

Total (\$) : 2,301.98

Item No.	Product/Service ID	Qualifier	Qty. Delivered	Unit of Measure	UofM Code	Unit Price (\$)	Amount (\$)
0001	services	SV	1	Months	MO	1,000.00	1,000.00
	AAI	SDN	ACRN	PR Number	GFE	Advice Code	
	012345		AA		N		

Description

Consulting Services

Item No.	Product/Service ID	Qualifier	Qty. Delivered	Unit of Measure	UofM Code	Unit Price (\$)	Amount (\$)
0002	services	SV	2	Each	EA	650.99	1,301.98
	AAI	SDN	ACRN	PR Number	GFE	Advice Code	
	012345		AB		N		

Description

Document Reviews

- Acceptors should navigate the Line Item Tab. This is where the bulk of the document details reside.
- Since a 2n1 is an accept all/ reject all document, there is not a quantity to accept that requires entry.
- The Acceptor should validate the quantity delivered by the vendor is correct and key items such as line item number, unit of measure and unit price are correct.
 - If these are in correct, it will likely cause payment delays to the vendor and will require resubmission.



Acceptor 2n1 Misc Info Tab: Comments

Acceptor - Invoice 2-in-1

Header Line Item Addresses **Misc. Info** Preview Document

Acceptor

Name:	Date of Action:	Phone #:	DSN:
Matt Mattgovt	2022/01/12 1626 UTC	038403804	
Email:		Title:	Action(s):
matthew.jacobs.ctr@dla.mil		Correctional Institution Administration	
Org Email:			
thomas.j.yarborough2.ctr@mail.mil			
Attachments:			
Attachment Name		Actions	
		Add Attachments	

Comments:

Rejected because CLIN 0002 quantity is incorrect. Should only be 1. Also, please add attachment.

Save Draft Document Help

- Misc Info Tab provide history of the document. Each action and who performed it is captured here.
- Allows for entry of comments and addition of attachments.



Acceptor 2n1 Misc Info Tab: Attachments

Acceptor - Invoice 2-in-1

Header Line Item Addresses **Misc. Info** Preview Document

Attachments:

Attachment Name	Actions
-----------------	---------

Comments:

Rejected because CLIN 0002 quantity is incorrect. Should only be 1. Also, please add attachment.

Initiator

Name:	Date of Action / IRD:	Phone #:	DSN:
Sue Swaggerty	2022/01/12 1657 UTC / 2022/01/12	8888888888	904-999-0000
Email:	Title:	Action(s):	
sueswaggwk@gmail.com	Tester	[Resubmitted]	

Org Email:
jerolyn.r.melendez.ctr@mail.mil

Attachments:

Attachment Name	Attachment Type	Actions
Environment.jpg	Invoices	View Attachment

Comments:

- Misc Info Tab also is where acceptors can view attachments provided by the initiator (Vendor) or other users in the workflow.
- Users can add multiple attachments and each attachment can be viewed individually.



Acceptor 2n1 Header Tab: Performing Acceptance

Acceptor - Invoice 2-in-1

Header Line Item Addresses Misc. Info Preview Document

Document Total: \$ 1,650.99

Shipment Number	Shipment Date	Final Shipment
INVOICE12345	2022/01/06	N
Billing/Account Number	Period of Performance From Date	Period of Performance To Date

Routing Information

Role	Location Code	Extension	Name
Payee	00120		INTERNATIONAL DEVELOPMENT & RESOURCES, INC.
Pay Official	HQ0131		DFAS CVDAAD CO
Issue By	W15P7T		W6QK ACC-APG
Admin	W15P7T		W6QK ACC-APG
Service Acceptor	FU4417		FU4417 1 SOCS SOCS

* = Required Fields

ACTION BY: FU4417 *

- ☒ Inspected
☒ Accepted and conforms to the contract except as noted
☐ Reject to Initiator

Date Received

2021/12/15

Signature Date

2022/12/15

I certify that the services have been received and were accepted.

Signature

Signature Of Authorized Government Representative

☒ Submit Without Preview

Submit Save Draft Document Previous Help

- After reviewing each section of the document, the acceptor navigates back to the Header tab to accept the invoice 2n1.
 - Check the Inspected/ Accepted and conforms to the contract except as noted boxes
 - Provide the Date Received and Signature Date. These can be different.
 - Click the Signature button to digitally sign and accept the document.



Acceptor 2n1: Success

Success

**The Invoice 2-in-1 (Services Only) was successfully accepted.
It has been processed via EDI.**

Contract Number	Delivery Order	Shipment Number	Invoice Number
W15P7T20D0001	W15P7T20F0001	INVOICE12345	INVOICE12345

Email sent to Vendor: jerolyn.r.melendez.ctr@mail.mil

Email sent to Pay Official: wawf_undel@ecedi.nit.disa.mil

Notification sent for CAGE code 001Z0 to FTP Directory: /caci_db/efp/WAWF_RA_sec/FTPEDIIDirectory/ftp_working/JITC/notifications

[Send Additional Email Notifications](#)

Wed Jan 12 17:19:33 UTC 2022

- After acceptance, the acceptor receives a success notice.
- Emails are generated to the vendor and the Organizational Email for the Pay Office
- The Acceptor may continue to review other WAWF documents, do other actions in PIEE, such as submit SPM COR Report, or log out.



What if the Acceptor Rejects: Vendor Resubmission





Vendor Rejected Invoice Search

WAWF

User	Vendor	Documentation
		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
		Contractor Receiver (Acquisition)

Search Criteria - Vendor Rejected Invoices Folder

CAGE Code or Contractor DoDAAC / DUNS / DUNS+4 / Ext *	
<input type="text" value="00120 / 625368923 //"/>	
Contract Number	Delivery Order
<input type="text" value="W15P7T"/>	<input type="text"/>
Reference Procurement Id	
<input type="text"/>	
Vendor (Payee) / Vendor (Payee) Extension	Ship From / Ship From Extension
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
Shipment No.	Invoice Number
<input type="text"/>	<input type="text"/>
Communication Service Agreement (CSA)	
<input type="text"/>	
Tax Id (EIN)	Systems
<input type="text"/>	<input type="text" value="WAWF"/>
Type Document	Status
<input type="text" value="All Documents"/>	<input type="text" value="All Documents"/>
Create Date (YYYY/MM/DD)	Create Date End (YYYY/MM/DD)
<input type="text"/>	<input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Help"/>	

Vendor Rejected Invoices Folder for '00120' (1 items, sorted by Contract Number Ascending)

Item	System	Type	Vendor (Payee)	DUNS	DUNS+4	Ext	Ref. Procurement Id	Contract Number ▲	Delivery Order	Rejected?	Submitted	Last Updated	Received	Purge	Change D
1	WAWF	Invoice 2in1	00120	625368923				W15P7T20D0001	W15P7T20F0001	INVOICE12345	2022-01-06	2022-01-12 16:40:18	2022-01-06		Yes

- The Vendor should use the top menu option to search for the “Rejected Invoices Folder.”
- They should then use a similar search as the acceptor to find the rejected document(s).
- The Vendor will click on the Shipment or Invoice Number to open the document and make and required changes.
- **NOTE:** Vendors may choose to void the rejected document and create a new WAWF document. This is totally acceptable.



Acceptance of a Receiving Report

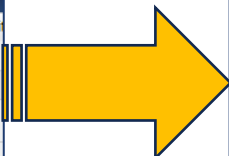


* Inspection/ Acceptance Points (Source, Destination, Other) will dictate the workflow of a WAWF Receiving Report



Acceptor RR Retrieval

WAWF			
User	Government	Documentation	Lookup
Acceptor		Create Document	
Government Receiver (Acquisition)		Acceptance Folder	
Contract Lists		Misc. Pay Batch Acceptance Folder	
		History Folder by DoDAAC	
		History Folder by User	
		Hold Folder	
		Recall - Action Required Folder	
		Rejected Transactions Folder	
		Post Payment Review Folder	
		Suspended CEFT Transactions Folder	
		Saved Documents Folder	
		Pure Edge Folder	
		View Parameters	
		View Only Folder (Contract Number)	



Search Criteria - Acceptance Folder

FOUO - Privacy Sensitive:
Privacy Act Statement - This information is protected under the Privacy Act of 1974 and shall be handled as "FOR OFFICIAL USE ONLY." Violations may be punishable.

DoDAAC * / Extension	
<input type="text" value="FU4417"/>	<input type="text"/>
Contract Number	Delivery Order
<input type="text"/>	<input type="text"/>
Reference Procurement Id	
<input type="text"/>	
Vendor (Payee) / Vendor (Payee) Extension	Ship From / Ship From Extension
<input type="text"/>	<input type="text"/>
Shipment No.	Invoice Number
<input type="text"/>	<input type="text"/>
Communication Service Agreement (CSA)	
<input type="text"/>	
SSN / Confirm SSN	Tax Id (EIN)
<input type="text"/>	<input type="text"/>
Type Document	Status
<input type="text" value="All Documents"/>	<input type="text" value="All Documents"/>
Save Folder Search as Favorite	
Saved Search Name:	<input type="text"/>
<input type="button" value="Submit"/>	<input type="button" value="Help"/>



Item	Type	Vendor (Payee)	DUNS	DU S+4	Ext	Ref. Procurement Id	C
1	Receiving Report O/O PC	6DJK1	968140637				
2	Combo D/O	4DJK2	121636013				
3	Combo S/O	4DJK2	121636013				
4	Receiving Report O/O	4DJK2	121636013				
5	Receiving Report D/O	4DJK2	121636013				
6	Receiving Report D/D	3CA29	098692374				

- An acceptor finding a Receiving Report is the same as an Invoice 2n1.
- Acceptor Folder > Search for Documents > Select Shipment Number to open.
- Notice Type will identify it as a COMBO or Standalone and identify Inspection/ Acceptance points.



Acceptor RR: Header Tab

Acceptor - Receiving Report

Header

Line Item

Addresses

Misc. Info

Preview Document

WARNING: This document was created as a COMBO. If rejecting to Initiator, the associated document should be reviewed for potential changes.

Contract Number Type	Contract Number	Delivery Order	Reference Procurement Identifier	Effective Date	Inspection Point	Acceptance Point
DoD Contract (FAR)	W15P7T20D0001	W15P7T20F0001			D	D
Shipment Number	Shipment Date	Final Shipment	Estimated Delivery Date	Supplies	Service	
SHIP123	2020/12/23	N				
Invoice Number	Invoice Date	Final Invoice				
INV1234	2020/12/23	N				
Submit Transportation Data Later	Transportation Account Code	TCN	Gross Weight	Cube	Transportation Method/Type	Serial Shipping Container Code
<input type="checkbox"/>						FOB
						S
Transportation Leg	Standard Carrier Alpha Code	Bill of Lading Number	Bill of Lading Type			
Secondary Transportation Tracking Number	Tracking Type	Tracking Description				
Special Package Markings / Special Handling Requirements						
Summary of Detail Level Information						Total (\$)
2 CLIN/SLIN(s)						55,693.32
Routing Information						
Role	Location Code	Extension	Name			
Submit	Save Draft Document	Previous	Print	Help		

- A WAWF Receiving Report has many more data elements than a WAWF Invoice 2n1.
- Additional Data elements account for the physical shipment of goods.
 - This is one of a few reasons the Invoice 2n1 is for Services Only.
- Acceptor will need to navigate to the Line Item Tab to review the Line Items.



Acceptor RR: Line Item Tab

Acceptor - Receiving Report

Header Line Item Addresses Misc. Info Preview Document

Contract Number	Delivery Order	Reference Procurement Identifier	Shipment Number	Invoice Number	Inspection Point	Acceptance Point
W15P7T20D0001	W15P7T20F0001		SHIP123	INV1234	D	D

* = Required Fields

Total (\$): 55693.32

Item No.	Product/Service ID	Qualifier	Qty. Shipped	NSP	Unit of Measure	UofM Code	Unit Price (\$)	Qty. Received *	Qty. Accepted *	Amount (\$)
0001	3004	FT	6		EACH	EA	6577.43	<input type="text"/>	<input type="text"/>	39464.58

AAI	SDN	ACRN	Multiple Box Pack	PR Number	PQDR/SDR Report	GFE	Advice Code	Project Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	N	<input type="checkbox"/>	<input type="checkbox"/>	N		

Special Package Markings / Special Handling Requirements

Type Designation Method

Type Designation Value

Product/Service ID

Qualifier

FS - NATIONAL STOCK NUMBER

Save Draft Document Help

- On the Line Item Tab, the Acceptor must enter a quantity received and quantity accepted.
 - Acceptor can accept for a lesser amount than shipped.
 - Acceptor can receive for a greater amount than accepted.



Tip: Be sure to review all line item on the line item tab before navigating back to the Header tab to sign the document.



Acceptor RR: Line Item Tab

Acceptor - Receiving Report

Header Line Item Addresses Misc. Info Preview Document

Summary of Detail Level Information

2 CLIN/SLIN(s) Total (\$) 50,283.74

Routing Information

Role	Location Code	Extension	Name
Payee	06481		NORTHROP GRUMMAN SYSTEMS CORPORATION
Pay Official	HQ0131		DFAS CVDAAD CO
Issue By	W15P7T		W6QK ACC-APG
Admin	W15P7T		W6QK ACC-APG
Ship To	FU4417		FU4417 1 SOCS SOCS
Accept By	FU4417		FU4417 1 SOCS SOCS
Receiver	FU4417		FU4417 1 SOCS SOCS

* = Required Fields

ACTION BY: FU4417 *

- ☒ CQA
☒ Acceptance (Partial)
☐ Reject to Initiator

Date Received *

2022/01/13

Acceptance Date *

2022/01/13

Has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents

Signature

Signature Of Authorized Government Representative

☒ Submit Without Preview

Submit Save Draft Document Previous Print Help

- Back on the Header Tab, the Acceptor must enter the CQA, Acceptance, Date Received, Acceptance Date, and Signature to perform acceptance.
 - Note that if the acceptor enters a quantity less than shipped, "Partial" will appear next to the acceptance check box.



Cost Contracts/ Cost Line Items



Cost Contracts/ Cost CLINs

- Defense Contract Audit Agency (DCAA) is responsible for review and approval of payment requests (in the form of a Cost Voucher) for any cost type contract or CLIN on a DoD contract.*
- DCAA uses an algorithm in WAWF to review and sample incoming first and interim cost vouchers.
- The Contracting Officer is responsible for approval of the final voucher.
 - The Contracting Office may ask the COR to assist here.
 - These will display in the normal WAWF Acceptor folder along with other document such as 2n1s.

Acceptance Folder for 'FU4417' (6 items, sorted by Contract Number Ascending)							
Item	Type	Vendor (Payee)	DUNS	DUNS+4	Ext	Ref. Procurement Id	Contract Number ▲
1	CV-Final	0M986	798326104				CLS011315C001
2	CV-Final	06481	039134218				FU441715D0003
3	CV-Final	1CAY9	027079776				FU441716C1234
4	CV-Final	06481	039134218				HQ033821P0118
5	CV-Final	06481	039134218				HQ049021W0930

* DCMA has some interim voucher administration responsibilities and will accept final vouchers on contracts they administer.



Cost Contracts/ Cost CLINs FAQs

Question: What if my contract has both Cost CLINs and Fixed Price CLINs?

Answer: The payment instructions should make this clear but cost line items should go on a cost voucher which would be reviewed and approved by DCAA. The fixed priced items, depending on whether they are supplies or services, would go on a receiving report and invoice OR a 2n1.

Question: How do I know what is the correct DCAA Office?

Answer: DCAA has a locator menu on the top of the Agency Homepage that can be used to search for the right office for any vendor.

Question: Why can't I see Voucher document unless it's a final?

Answer: DCAA and DCMA manage voucher submissions on behalf of the services until the Final is submitted. As an Acceptor you can see/track voucher submissions using the Acceptor View Only role. You should review the prior submissions for awareness prior to signing the final. These are also visible in SPM.





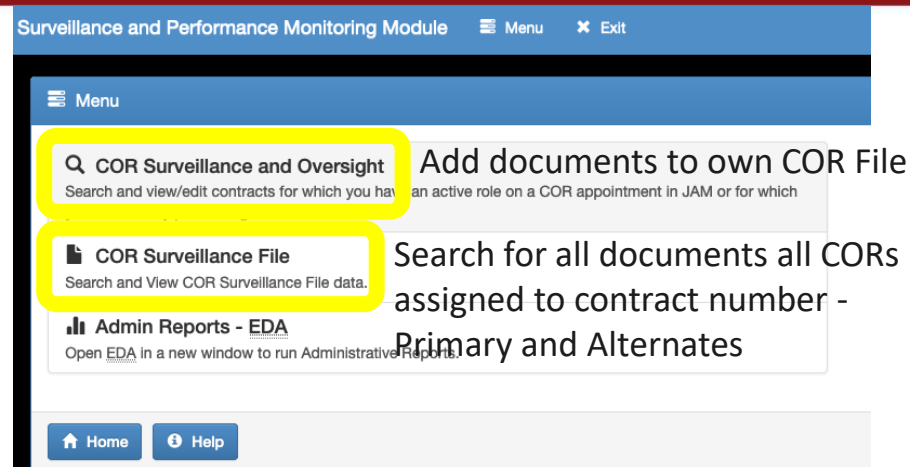
SPM Impacts – COR Documents

- Once a COR has been successfully appointed to a contract as a COR in JAM, a **Surveillance File** will be created in **SPM**.
- A **SPM** file for the COR will not be created until the COR is officially appointed in JAM, meaning the status of the appointment is **Active COR**.
- Once Active, the COR needs to maintain the **COR Surveillance File** throughout the Period of Performance of the contract in **SPM**.
- Training on SPM, including how to create and attach documents can be found on the DoD Procurement Toolbox: <https://dodprocurementtoolbox.com/site-pages/jam-and-spm>.
- COR Status Report:
 - SPM is the vehicle to electronically collect **Status Reports** mandated by the contract, contained in the **COR Documents** section of SPM
 - The frequency (monthly, quarterly, etc.) of status reports are based upon the requirements of the contracts and outlined in the QASP and the CO needs to approve the COR's Status Reports.
- Cost Vouchers:
 - To address concerns about the payments being issued on cost contracts without proper government oversight and to help with communication and improved visibility between the COR who manages contract surveillance in SPM and the Auditor who approves the Cost Vouchers in WAWF, SPM contains a link to the relevant **WAWF Cost Vouchers** for the contract.
- Contractor Billing:
 - The **Contractor Billing Review** Section links to the **Contract Execution Report** in EDA.
 - Any user who has access to the Appointment in SPM can run the report.



SPM Impacts – Surveillance File Search

- To **add** documents as a COR, search via **COR Surveillance and Oversight**
- To **view** all documents associated with a Contract Number, search via the **COR Surveillance File**.
- There are additional sections that are not viewable with the COR Surveillance and Oversight.
- Information will be brought over from other PIEE Modules if available.



+ [WAWF Cost Vouchers](#)

Link to the relevant WAWF Cost Vouchers for the contract

[Help](#)

+ [COR Contract Communications](#)

[Help](#)

+ [Property Transfer Documents](#)

[Help](#)

+ [Government Furnished Property Attachments](#)

[Help](#)

+ [COR Documents](#)

Status Report Smart Form available in here

[Help](#)

+ [Contractor Billing Review](#)

Links to the Contract Execution Report in EDA

[Help](#)



EDA Search and Reporting



EDA Award Search Navigation

PIEE Electronic Data Access

FAVORITES

- Dashboard

EDA

- Award Data**

ANALYTICS

- Create Query
- Saved Queries
- Reports

TASKS

- Legacy Tasks
- Task Download

Data Search

- Award Search**
- LOA/SFIS Search
- Contract Closeout Search
- SF44 Search
- Warrants Search

- EDA's Award Search allows users to view award data posted to EDA.
- Any Government user can see any award document.
 - Support Contractors must be restricted by specific contracts or specific offices.
- To gain this role, add EDA Contracts role to PIEE account.



EDA Award Search Parameters

Electronic Data Access

Award Search

Award Details

Contract Number	Delivery Order Number	Contract Mod	PDS Status
Starts W...	<input type="text"/>	Starts W...	<input type="text"/>
Starts W...	<input type="text"/>	Starts W...	Select multiple...

Reference Procurement Number	Type of Instrument	<input type="checkbox"/> Manually Uploaded
Starts W...	Select multiple...	

Obligated Amount

Greater than or equal to	<input type="text"/>	to	Less than or equal to	<input type="text"/>
--------------------------	----------------------	----	-----------------------	----------------------

Locations

Issue DoDAAC	Admin DoDAAC	Pay DoDAAC
<input type="text"/>	<input type="text"/>	<input type="text"/>

CAGE Code	DUNS	No DUNS Reason
Starts W...	Starts W...	Select multiple...

Dates

Effective Date

- You may use the Award Details search to narrow results to a specific contract or set of contracts in EDA.



EDA Award Search Results

Contract PDF

- Select Contract Number to view the contract PDF.

PDS

- Select the PDS link to view the Conformed copy of the contract in PDS format through the mod, if available.

CLIN

- Select the “View” under CLIN to see the summary of item items in the contract.

PIEE Electronic Data Access

Award Search Results

Options

Export Results

Save Search

Refine Search

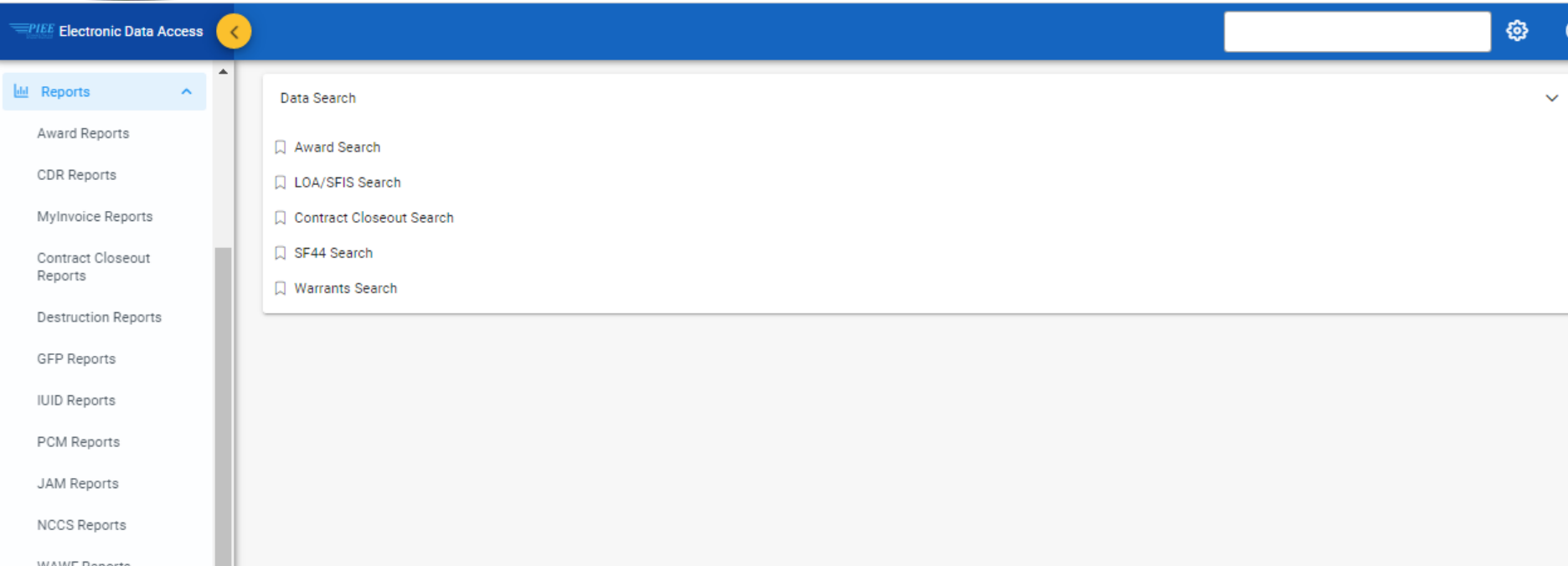
New Search

Selected Contract: -

Contract Number ↑↓	Delivery Order ↑↓	PCO Mod ↑↓	ACO Mod ↑↓	PDS ↑↓	History ↑↓	Conformance ↑↓	CLIN ↑↓
				Verified (2.6.1)	View	View	View
				Verified (2.6.1)	View	View	View
				Verified (2.6.1)	View	View	View



EDA Advanced Reporting



- EDA also holds many useful reports for CORs.
- Reports aggregate PIEE data to include WAWF, EDA, and myInvoice data among other modules.
- Reports are broken out into 13 sub-categories
- To obtain access to these reports, add the “EDA Advanced Reporting” role in PIEE.
- To learn more about EDA reporting, take the EDA Reporting 101 training available on the DoD Procurement Toolbox:
 - <https://dodprocurementtoolbox.com/site-pages/procurement-integrated-enterprise-environment-piee>



Contract Closeout

- You may be asked to assist the contracting office with contract closeout. There are a few ways contracting offices close contracts, one is in PIEE with the contract closeout tool.





FAQs

Question: Is prepopulating required for a vendor or would non-conformed PDS not prepopulating prevent the vendor from submitting?

Answer: No. Pre-population is a tool to help vendors create documents. If the data on the document does not come over or comes over incorrectly or incompletely, the vendor should edit/ update the document to reflect the desired WAWF document details.

Question: What do I tell a vendor if a contract has some lines that are cost and some that are fixed price?

Answer: Read the contract. Section B of the contract will identify which items are fixed price and which items are which. The payment instructions also should make this clear but cost line items should go on a cost voucher which would be reviewed and approved by DCAA. The fixed price item, depending on whether they are supplies or services, would go on a receiving report and invoice OR a 2n1.



FAQs (Con't)

Question: When WAWF documents are created or signed off, sometimes a validation message displays indicating the data does not match EDA. What does this mean?

Answer: WAWF makes every effort to populate data elements from the contract. However, in some cases, when WAWF makes the call to EDA we are unable to pull the latest information. These messages are asking the user to do their due diligence. Verify the data elements match the contract and meet the contractual terms. If they do sign the document, and make a mental note then contract is reporting inaccurate information. If it is determined the data was entered incorrectly then reject the document to the vendor. Do NOT read the warning and assume the warning message is always accurate.

Question: Why can't I see Voucher document unless it's a final?

Answer: DCAA and DCMA manage voucher submissions on behalf of the services until the Final is submitted. As an Acceptor you can see/track voucher submission's using the Acceptor View Only role. You should review the prior submissions for awareness prior to signing the final.



Additional Resources

- PEE Web Based Training (WBT):
 - PEE WBT provides information on all the WAWF capabilities
 - General PEE WBT: <https://pieetraining.eb.mil>
 - WAWF Vendor WBT:
<https://pieetraining.eb.mil/wbt/xhtml/wbt/wawf/roles/VendorIndex.xhtml>
 - WAWF Acceptor WBT:
<https://pieetraining.eb.mil/wbt/xhtml/wbt/wawf/roles/AcceptorIndex.xhtml>
- DoD Procurement Toolbox:
 - DoD Procurement Toolbox has a lot of good information on the Procurement IT footprint within DoD to include PEE
 - DoD Procurement Toolbox- <https://dodprocurementtoolbox.com/>
- DISA Helpdesk
 - 866-618-5988
 - disa.global.servicedesk.mbx.eb-ticket-requests@mail.mil



Questions?

Defense Pricing and Contracting, Contracting eBusiness (CeB)
Office of the Under Secretary of Defense (Acquisition and Sustainment)

PIEE PMO, Defense Logistics Agency (DLA)

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Back Up

Defense Pricing and Contracting, Contracting eBusiness (CeB)
Office of the Under Secretary of Defense (Acquisition and Sustainment)

Procurement Integrated Enterprise Environment (PIEE) PMO, Defense Logistics Agency (DLA)



Additional Form Types

	OF 307	SF18	SF 252	SF 1442	SF 1447
CAGE	Block 7	Block 8		Block 8	Block 13
Contract Number	Block 1	Block 3	Block 1	Block 4	Block 2
Delivery Order				Block 5	
Pay Official	Block 8			Block 27	Block 14
Issue By DoDAAC	Block 5	Block 5a		Block 7	Block 7
Admin By	Block 6			Block 26	Block 12