

DEFENSE LOGISTICS AGENCY

Established 1961



Wide Area WorkFlow (WAWF)




THE NATION'S LOGISTICS COMBAT SUPPORT AGENCY



Procurement Integrated Enterprise Environment

Wide Area WorkFlow (WAWF)

1. Login to PIEE



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[VIEW SYSTEM MESSAGES](#)

Welcome Back.

Log in to your account with a Common Access Card (CAC), Personal Identity Verification (PIV) Card or User ID.


Log in with Certificate

DoD users must use the Authentication Certificate if available on the CAC / PIV Card. If the Authentication Certificate is not available, the Identity Certificate may be used.

[LOG IN WITH CAC / PIV CARD](#)

Log in with User ID

User ID
Vendor11

Password
..... 

[LOG IN](#)

[Find My User ID](#) | [Reset My Password](#)



Procurement Integrated Enterprise Environment

Wide Area WorkFlow (WAWF)

2. Click on WAWF (Wide Area Workflow)

The dashboard is organized into four main categories, each with a title and a group of application icons:

- Award**: Contains the **Solicitation** icon.
- Post Award Admin**: Contains the **CCM** (Contracting Communication Module) and **EDA** (Electronic Data Access) icons.
- Payment**: Contains the **WAWF** (Wide Area Workflow) and **myInvoice** icons.
- Property Management**: Contains the **GFP** (Government Furnished Property) and **IUID** (IUID Registry) icons.



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Wide Area WorkFlow (WAWF)

3. From the drop-down list select Vendor and then Create Document

WAWF User : Vendor Tester
[Printer Friendly](#)

User	Vendor	Documentation	Lookup	Exit
Welcome to Wide Area Workflow (WAWF)! Please start by selecting one of the links from the menu above.				
	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			
	View Only Folder			
	View Only Saved Documents Folder			
	View Only Credit Invoice Folder			
	View Only Pure Edge Folder			
	Contractor Receiver (Acquisition)			



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Wide Area WorkFlow (WAWF)

4. Select your **Cage Code** from the CAGE Code /DUNS drop down list
5. Select **DoD Contract (FAR)** from the Contract Number Type drop down list
6. **Contract Number:** Enter the Delivery Order number. This is found in Block 2 on the DDFORM 1155

Note: Delivery order number is correct in the contract number box. **IMPORTANT: NO DASHES**

7. Leave **Delivery Order** blank.

User	Vendor	Documentation	Lookup	Exit	
Vendor - Create Document					
Contract Info					
CAGE Code / DUNS / DUNS+4 / Ext. *	Contractual? *	Contract Number Type	Contract Number *	Delivery Order	From Template? *
09YY8///	Y	DoD Contract (FAR)	SPE60525FUY6Q		N
* = Required Fields	4	5	6	7	
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	
[+] Advanced Search Criteria for WAWF					
NOTE: You must either enter a Contract Number or select one from the search results.					

Click Next



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Wide Area WorkFlow (WAWF)

8. Enter in SL4701 as the **Pay Official** as seen in Block 15 on the DD FORM 1155 (This always going to be SL4701)

Note: *If pre-populated with anything else other than "SL4701", please clear and enter in "SL4701"*

9. Select CLIN/SLIN (This is always going to be 0001)

Note: If you do not see this box, continue forward to step 10

Vendor - Create Document

[Contract](#) >> Pay DoDAAC

Contractual	Reference Procurement Identifier	Contract Number Type	Contract Number	Delivery Order	CAGE	DUNS	DUNS + 4	Extension	Pay Official *
Y		DoD Contract (FAR)	SP060013D0467	0013	04BH0	009140559			SL4701

* = Required Fields

Select CLIN/SLIN: *	Inspect By DoDAAC	Accept By DoDAAC	Ship To DoDAAC	DCAA DoDAAC	Mark For DoDAAC	Inspection Point	Acceptance Point	Services	Supplies	FOB	Currency Code
<input type="checkbox"/> 0001			EOSL			S	S				

8

9

Click Next



Procurement Integrated Enterprise Environment

Wide Area WorkFlow (WAWF)

- 10. Select **Energy Invoice and Energy Receiving Report (Combo)**
- 11. Select **Inspection** Point (Found in Section B on the DD FORM 1155. If origin select source)
- 12. Select **Acceptance** Point (Found in Section B on the DD FORM 1155. If origin select source)
- 13. **Only If** mode of shipment is by a tanker/barge check the tanker/barge box (Section B on the DD FORM 1155)

User	Vendor	Documentation	Lookup	Exit
------	--------	---------------	--------	------

Create New Document

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

WARNING: When creating an Energy Price Corrected Invoice, the line item data will not be populated from EDA.

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay Official	Currency Code
SPE60525FUY6Q			09YY8				SL4701	USD ▼

* = Required Fields

Select Document to Create: *

Energy Invoice
 Energy Price Corrected Invoice
 Invoice as 2-in-1 (Services Only)
 Energy Receiving Report 10
 Energy Invoice and Energy Receiving Report (Combo)

Inspection: 11 Destination ▼
 Acceptance: 12 Destination ▼
 Tanker/Barge 13

If you want to invoice in foreign currency (example: Euros) this is how you would change the currency. You must follow what is on your contract.

Click Next



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Wide Area WorkFlow (WAWF)

- 14. Fill in **Issue by DoDAAC** (Block 6 on the DD FORM 1155)
- 15. Fill in **Admin DoDAAC** (Block 7 on the DD FORM 1155)
- 16. If Inspection is being done: Fill in **Inspect by DoDAAC**
- 17. Select **Shipment Date** (Day the government took acceptance. Example: If destination delivery it is the received date)
- 18. Fill in **Ship To Code** (Section B on the DD FORM 1155 – DELIVERY DODAAC)
- 19. Verify the **Accept By DoDAAC** (Section B on the DD FORM 1155)

User	Vendor	Documentation	Lookup	Exit					
Vendor - Energy Receiving Report and Energy Invoice COMBO									
Contract >> Pay DoDAAC >> Document >> Routing									
INFO: Unable to retrieve PDS XML from EDA.									
Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Inspection Point	Acceptance Point	Pay DoDAAC
SPE60525FUY6Q			09YY8				D	D	SL4701
* = Required Fields, Date = YYYY/MM/DD									
Effective Date	Issue By DoDAAC	Admin DoDAAC *	Inspect By DoDAAC / Extension				Mark For Code / Extension		
YYYY/MM/DD <input type="text"/>	<input type="text"/> 14	<input type="text"/> 15	<input type="text"/> 16				<input type="text"/>		
Shipment Date *	Ship To Code * / Extension		Ship From Code / Extension			Accept By DoDAAC / Extension			
YYYY/MM/DD <input type="text"/> 17	<input type="text"/> 18		<input type="text"/>			<input type="text"/> 19			
<input type="button" value="Next"/>	<input type="button" value="Previous"/>	<input type="button" value="Reset"/>	<input type="button" value="Help"/>						

Click Next



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Wide Area WorkFlow (WAWF)

20. Fill in **Shipment Number** (The first three positions should DLA and the last 4 must be numeric MMDD). The MMDD will be the day that the government took acceptance on all delivery documentation (Bill of Lading/Delivery Tickets).

Example 1: Fuel was delivered on 09/03/2013. Shipment number will be DLA0903.

21. Fill in **Invoice Number** (Vendor creates. Can be alpha/numeric.)

22. **Final Shipment** field. Select "N".

23. **Final Invoice** field. Select "N".

24. Select **FOB** (D = Destination, S = Source, O = Other). Refer to the DD FORM 1155

User	Vendor	Documentation	Lookup	Exit						
Vendor - Energy Receiving Report and Energy Invoice COMBO										
Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture										
Header	Addresses	Discounts	Mark For	Comments	Line Item	Pack	Attachments	Misc. Amounts	Preview ECI	Preview ERR
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	Inspection Point	Acceptance Point					
SPE60525FUY6Q				D	D					
Contract Number Type	Supplies									
DoD Contract (FAR)	<input checked="" type="radio"/> Supplies									
Shipment Number **	Shipment Date	Estimated	Estimated Delivery Date	Final Shipment *						
DLA0201	2024/02/01	<input type="text"/>	YYYY/MM/DD	N						
Invoice Number **	Invoice Date * (WAWF System Server Date)	Final Invoice *								
RODNOOSH777	2024/02/01	N								
Submit Transportation Data Later	Transportation Account Code	TCN	Gross Weight	Cube	FOB *	Serial Shipping Container Code				
<input type="checkbox"/>					D					



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Wide Area WorkFlow (WAWF)

25. Click on **Edit** under Actions

iRAPT 5.6.0 (formerly WAWF) User ID : ENERGYVENDOR5
[Printer Friendly](#)

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

Vendor - Energy Receiving Report and Energy Invoice COMBO

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

[Header](#)
[Addresses](#)
[Discounts](#)
[Mark For](#)
[Comments](#)
[Line Item](#)
[Pack](#)
[Time Statement](#)
[Attachments](#)
[Misc. Amounts](#)
[Preview ECI](#)
[Preview ERR](#)

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

At least one Line Item is required

Special Package Markings / Special Handling Requirements

Bulky Article		
Bunker Adjustment - 20 Foot Container	>	
Bunker Adjustment - 40 Foot Container	<	
Conductivity/Anti-static Additive		
Documentation - Special		
Electronic Equipment Transfer	<	
Endorsed as Hazardous Material		
Environmental Control Limits	<<	
Excessive Dimensions		
Excessive Weight		

Other Special Package Markings / Special Handling Requirements

Line Item Details

Basic Contract LIN	Item No.	Product/Service ID	Qualifier	Qty. Shipped	Unit of Measure	UofM Code	Unit Price (\$)	Amount (\$)	UID	Pricing Data	Actions
											Edit Delete
											25 Add



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Wide Area WorkFlow (WAWF)

- 26. **Item No.** should be pre-populated. If it is not, it is always going to be 0001.
- 27. **Product/Service ID** should be pre-populated. If not, it will be found under section B under Supplies/Services.
- 28. **Product/Service ID Qualifier** is always FS – National Stock Number
- 29. Fill in **Qty. Shipped**
- 30. **Unit of Measure** should be pre-populated. If it is not pre-populated type in “U6”. This should fill in the rest with “United States gallons at 60 Degrees”. **Note:** If you are using liters type in “L5” for Liters.
- 31. Fill in **Unit Price (\$)** (This includes the FET – if it applies to your contract)

Vendor - Energy Receiving Report and Energy Invoice COMBO

CLIN/SLIN/ELIN UID MILSTRIP Batch/Lot & Shelf Life Reference Tax Statement Of Quality

WARNING: If entered, please ensure the Unit of Measure on the Reference Tax tab matches the Unit Of Measure on the Line Item tab.

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

Basic Contract LIN	Item No. **	Product/Service ID *	Product/Service ID Qualifier *
	0001	9130003592025	FS - NATIONAL STOCK NUMBER
Qty. Shipped *	Unit of Measure *	NSP	Unit Price (\$) *
500	U6-UNITED STATES GALLONS AT		3.451111
Multiple Box Pack Indicator	PR Number	Advice Code	Amount (\$)
N			1,725.56

Special Package Markings / Special Handling Requirements

- Bulky Article
- Bunker Adjustment - 20 Foot Container
- Bunker Adjustment - 40 Foot Container
- Conductivity/Anti-static Additive
- Documentation - Special
- Electronic Equipment Transfer
- Endorsed as Hazardous Material
- Environmental Control Limits
- Excessive Dimensions
- Excessive Weight

Other Special Package Markings / Special Handling Requirements



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Wide Area WorkFlow (WAWF)

Click on Reference Tax TAB

32. Select **Yes** (Usually this will be yes, unless there is a tax that is included in the price that has changed and a contract modification has not been issued to reflect the change)

User Vendor EDA Documentation Lookup Logout

Vendor - Energy Receiving Report and Energy Invoice COMBO

CLIN/SLIN/ELIN UID MILSTRIP Batch/Lot & Shelf Life **Reference Tax** Statement Of Quality

WARNING: If entered, please ensure the Unit of Measure on the Reference Tax tab matches the Unit Of Measure on the Line Item tab.

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

Are all taxes reflected in the original contract applicable to this Invoice?* **Yes** No

32

33. **ONLY IF Required:** Click on the Statement of Quality TAB to do enter the quality data.

CLIN/SLIN/ELIN UID MILSTRIP Batch/Lot & Shelf Life Reference Tax **Statement Of Quality**

Commodity

AATestCommodity
ADDITIVES
AVIATION FUELS
COAL
COMPRESSED GASES
GROUND FUELS
LUBRICANTS
MARINE FUELS
NON-PROPELLANT CRYOGENICS
PROPELLANTS
ZZTestCommodity

33

Test Tank Number

Delivery Order Shipment Number Actions

UPON COMPLETION OF OTHER TAB FOR FURTHER ACTION.



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Wide Area WorkFlow (WAWF)

Decision Point

Attachments: Click on the Attachment TAB to add attachments (EX: Delivery Ticket). **This is Recommended**

NOTE: *If you are a foreign vendor and are required to complete a 2% Excise Tax IRS Form W-14, please upload the form as an attachment and select W-14 as the attachment type.*

Comments: Click on the Comments TAB to add comments

34. **Submit:** Click on the Submit button (located on the bottom left) to submit your receiving report/invoice

Vendor - Energy Receiving Report and Energy Invoice COMBO

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

Header | Addresses | Discounts | Mark For | Comments | Line Item | Pack | Attachments | Misc. Amounts | Preview ECI | Preview ERR

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	Inspection Point	Acceptance Point
SPE60013D4545	0001			D	D
Contract Number Type	Supplies				
DoD Contract (FAR)	<input type="checkbox"/>				
Shipment Number **	Shipment Date	Estimated	Estimated Delivery Date	Final Shipment	
<input type="text" value="DLA0203"/>	2014/02/03	<input type="text" value=""/>	<input type="text" value="YYYY/MM/DD"/>	<input type="text" value="N"/>	
Invoice Number **	Invoice Date * (WAWF System Server Date)	Final Invoice			
<input type="text" value="ABC1234"/>	2014/02/03	<input type="text" value="N"/>			
Sub	Transportation Data Later	TCN	Gross Weight	FOB	Serial Shipping Container Code
<input type="text" value="34"/>					

Submit | Save Draft Document | Previous | Help

Success!



Procurement Integrated Enterprise Environment

Wide Area WorkFlow (WAWF)

Support/Assistance

- For help resetting your password or help with WAWF registration please contact:
1-866-618-5988 or E-mail: CSCASSIG@CSD.DISA.MIL
- For general WAWF questions/assistance please contact the following:

Ground Fuels:

DESC.DDTECHTEAM@DLA.MIL

Bulk Fuels:

DESC.BTECHTEAM@DLA.MIL



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Questions?