



DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY



Wide Area WorkFlow (WAWF) Customer Acceptance

April 10, 2017



WAWF – Customer Acceptance

- **Business Rules**
- **WAWF Acceptor Definitions**
- **Accessing WAWF**
 - Registration
 - WAWF Log-on
- **Location Acceptance Folder**
 - Folders
 - Search Criteria
 - Contract/Delivery Order Data
- **Energy Receiving Reports**
 - Tabs
- **E-Combo vs E-Invoice**



WAWF – Customer Acceptance

- **Business Rules**
 - A Delivery location is required to have a registered WAWF Acceptor established prior to ordering
 - Backup Acceptors: Assigning backups is strongly encouraged
 - DODAAC/FEDAAC Extensions: If used, Acceptors should notify DLA so that invoices are routed to the correct inbox
 - No Acceptor assigned: Vendors will still invoice, however they will be sent to DLA as an E-Invoice. A DLA Customer Account Specialist (CAS) will contact the Customer to validate and certify the invoice



WAWF – Customer Acceptance

- **Business Rules**
 - IAW Federal Acquisition Regulation 32.904 (b), acceptance of services or materials in iRAPT's Wide Area Workflow (WAWF) shall be within 7 days of Vendor invoice submission
 - DLA Customer Account Specialist (CAS) will inquire with the WAWF Acceptor about the status of an invoice not processed within 10 days of Vendor invoicing
 - Net Pay Terms: Pay terms differ between Longer Term Contracts vs. One Time Buys



WAWF – Customer Acceptance

- **Business Rules continued**

- Acceptors should obtain signed copies of Meter Tickets (MT) or Bill of Lading (BOL) provided during the time of delivery. These documents should correspond to the correct DLA Delivery Order number
 - Attaching the documents allows DLA to correct invoicing errors without additional correspondence and helps avoid penalty payments for late invoices
 - Vendors are not required but encouraged to attach the documents
 - Acceptors are highly encouraged to contact the Vendor directly to inquire or request copies of MT or BOL



WAWF – Customer Acceptance

- **Business Rules continued**
 - Rounding Rule: Using the delivery MT or BOL, quantity shall be adjusted by the following:
 - $<.4$ round down or $>.5$ round up
 - Tank Wagon (TW) delivery: use the Gross QTY
 - Tank Truck (TT) delivery: use the Net QTY



WAWF – Customer Acceptance

- **WAWF Acceptor Definitions**

- Rejection: used to document errors within an invoice
 - Acceptors should justify the rejection in the comments & attach supporting documentation
 - Rejected invoices are returned to Initiator (Vendor) for review and possible resubmission or voiding of invoice
- Void: The Vendor or Defense Finance and Accounting Service (DFAS) at the direction of DLA may void an invoice
 - Payments will not be processed against voided invoices
 - Void invoices require a new invoice to be submitted & certification by the Acceptors for payment



WAWF – Customer Acceptance

- **WAWF Acceptor Definitions continued**
 - Recall: Vendor option to recall an invoice for correction prior to Acceptor making a certification
 - However, not recommend for use in E-Combo document types
 - Paid: A status indicator to represent payment action
 - Caution, WAWF is NOT a payment system, it is a certification system used to begin the payment process
 - Should a Vendor inquire about payment, verify invoice has been processed and refer the Vendor to the DLA Contracting Officer listed on the DD Form 1155/1449



WAWF – Customer Acceptance

- **WAWF Acceptor Definitions continued**
 - Acceptance: Certification of an Invoice by the Acceptor that produces a Goods Receipt (GR) for DLA to match Vendor's Invoice Receipt (IR)
 - Valid Delivery Order (DD-1155) or Contract number (DD-1449)
 - Sales Order status cannot be "Canceled"
 - Invoice Shipment Date & Customer's Date Received match
 - Item Number, "0001"
 - Invoice QTY shipped & Customer's QTY Received match
 - QTY Rounding rules (<.4 round down or >.5 round up)
 - Valid comments



WAWF – Customer Acceptance

- **Accessing WAWF**

- Registration

- Agency Group Administrator (GAM): initial registration is done through DLA

- Assigns location DoDAAC/FEDAACs

- Approves Region GAM

- Regional GAM: registration is done through WAWF once Agency GAM is established

- Manages and assigns locations & permissions

- Manages Acceptor profiles and system notifications



WAWF – Customer Acceptance

- **Accessing WAWF**
 - Registration continued
 - Acceptors: registration is done through WAWF once notified by GAM
 - Coordinating with Enterprise External Business Portal (EEBP)
Ordering officials for accuracy
 - Certification of Invoices for assigned locations
 - Responding/Requesting DLA CAS support



WAWF – Customer Acceptance

- **Accessing WAWF continued**

- WAWF Login link: www.wawf.eb.mil

- Once registered, Users are encouraged to log in at least once every 60 days to ensure accounts are functioning

- Credentials

- DOD: Common Access Card Certificates

- Commercial/Federal Agencies:

- UserID & Password: DoDAAC/FEDAAC on Exemption list

- PKI Certificates: not supported by all Agencies at this time.

Contact DLA CAS for a list of compatible Agency credentials



WAWF – Customer Acceptance

- Accessing WAWF continued

Certificate Login

Certificate Login

User ID Login

User ID

Password

Login

[Forgot your User ID?](#) | [Forgot your Password?](#) | [Who's my GAM?](#)

Select your Certificate

Select the certificate you want to use.

Note: The X509 Certificates from your Personal Certificate Store that are used for Digital Signing and Non-Repudiation will be displayed. The X509 Certificate with the Non-Repudiation is required for the Document Signing.

Issued to	Issued by	Friendly name	Expiration Date
BEASLEY.ANTHONY.L....	DOD CA-32	BEASLEY.ANTHONY.L....	Mon Jun 26 19:59:59 E...



WAWF – Customer Acceptance

- **Accessing WAWF continued**
 - Select the iRAPT icon
 - Note: Only approved systems icons will be displayed





WAWF – Customer Acceptance

- **Location Acceptance Folders**

- Folders: as invoices are processed they will appear in various folders
 - Acceptance – Used for documents ready for certification
 - Document History – Used to search/view receiving reports which have been worked
 - Hold Folder – Not used by DLA-Energy Customer Direct orders
 - Recall Action Required – Should not be used by DLA-Energy Vendors or by government Acceptors



WAWF – Customer Acceptance

- **Location Acceptance Folders continued**
 - Folders: as invoices are processed they will appear in various folders
 - Rejected Transactions – Documents returned back to Initiator (Vendor) for corrections
 - Saved Documents – Draft documents which have been saved by Acceptor(s) but are not yet submitted/certified
 - Documents saved for 10 days; once expired all Acceptor inputs are erased and the document is returned to Acceptance Folder



WAWF – Customer Acceptance

- **Location Acceptance Folders continued**
 - The WAWF screen appears; Roll the Cursor over the “Government” Tab to navigate to the Available Acceptors folders

iRAPT (formerly WAWF)

Use **Government** Documentation Lookup Exit

Acceptor	Create Document
Issue By	Acceptance Folder
Issue By 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)	

me to Invoicing, Receipt, Acceptance, and Property Transfer (iRAPT)!
Application was formerly known as Wide Area Workflow (WAWF).
Please start by selecting one of the links from the menu above.



WAWF – Customer Acceptance

- **Search Criteria**

- The Search Criteria – Acceptance Folder will appear

- DoDAAC*/Extension: Click on the dropdown menu and select the DoDAAC/FEDAAC of the fuel delivery location
- Type Document: Select “Energy Combo” from the dropdown menu
 - Acceptor performs acceptance to this document type; should another document type appear contact a DLA CAS
- Date fields: Ensure all date fields are clear
- Click the “Submit” button to display the appropriate invoices according to data query input



WAWF – Customer Acceptance

- Search Criteria continued

DoDAAC * / Extension	
Select Location Code <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"/>	<input type="text"/> <input type="text"/>
Shipment No.	Invoice Number
<input type="text"/>	<input type="text"/>
SSN / Confirm SSN	Tax Id (EIN)
<input type="text"/> <input type="text"/>	<input type="text"/>
Type Document	Status
All Documents <input type="text"/>	All Documents <input type="text"/>
Create / Update Date (YYYY/MM/DD)	Create / Update Date End (YYYY/MM/DD)
2017/02/06 <input type="text"/>	2017/03/08 <input type="text"/>
Acceptance Date (YYYY/MM/DD)	Acceptance Date End (YYYY/MM/DD)
<input type="text"/>	<input type="text"/>
Invoice Received Date (YYYY/MM/DD)	Invoice Received Date End (YYYY/MM/DD)
<input type="text"/>	<input type="text"/>
Estimated Delivery Date (YYYY/MM/DD)	Estimated Delivery Date End (YYYY/MM/DD)
<input type="text"/>	<input type="text"/>
Result Size	Result Font
20 items <input type="text"/>	13px <input type="text"/>



WAWF – Customer Acceptance

- **Contract/Delivery Order Data**
 - Acceptance Folder will appear
 - Contract Number: Click on the “Contract Number” link to view a PDF file copy
 - Long Term Contracts (LTC) are form DD-1155
 - One Time Buys (OTB) are form DD-1449
 - Modification to LTC/OTB are SF-30s
 - Delivery Order: When added as a suffix to the Contract number, creates a Purchase Order number which is found in the Enterprise External Business Portal (EEBP) ordering system



WAWF – Customer Acceptance

- **Contract/Delivery Order Data continued**
 - Shipment Number: Select the “Shipment Number” to begin the acceptance process
 - Once the desired Invoice has been selected, the Invoice will open to begin certification of the five (5) sections/tabs of the invoice
 - “DLA” is typically the prefix, the suffix represents the month & delivery date of the shipment, i.e., DLA0417 = 17 April



WAWF – Customer Acceptance

- **Contract/Delivery Order Data continued**
 - Submitted: Date in which Invoice was created and start date of Net Payment penalty clock
 - Accepted:
 - Blank entry means it's awaiting an Acceptance
 - Populated indicates an Acceptor certified but it may still not be correct
 - A DLA CAS will contact the Acceptor to coordinate errors should the Acceptor fail to attach documentation during the process



WAWF – Customer Acceptance

- **Contract/Delivery Order Data continued**
 - Status:
 - “Submitted” – Awaiting Acceptor action
 - “S-submitted” – Acceptor “Saved” the document but has NOT submitted
 - Invoice Number: Select the “Invoice Number” for view only of the WAWF Receiving report
 - This option allows the Acceptor to view the invoice and gather necessary documentation



WAWF – Customer Acceptance

- **Contract/Delivery Order Data continued**

- Notes:

- Vendors may submit multiple invoices against a single Delivery Order/Contract
- Acceptors should validate each invoice carefully to determine the appropriate action required
 - Coordinate with Ordering official
 - Coordinate with Initiator of invoice (Vendor)
 - When in doubt, contact DLA CAS for support



WAWF – Customer Acceptance

- Contract/Delivery Order Data continued

- Shipment Number
- Date Submitted
- Invoice Status

Item	Type	Vendor (Payee)	DUNS	DUNS+4	Ext	Ref. Procurement Id	Contract Number▲	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	Purge	Hold	Change DoDAAC	Invoice Number
1	E Combo D/D	SVC64	850468174				SP060011D1260	0003	DLA0516	2014-07-16	2014-05-16		Submitted		H		4056447491
2	E Combo D/D	SBW85	880392717				SP060011D1264	0003	DLA0424	2014-04-25	2014-04-24		Submitted		H		35972

- Doc Type
- Contract Number
- Acceptance Status
- Invoice Number

Invoice Number	Submitted	Received	Status	Purge
4056447491	2014-07-16	2014-07-16	Processed	
35972	2014-04-25	2014-04-25	Paid	

WAWF is **NOT** a payment system



WAWF – Customer Acceptance

- Energy Receiving Reports

- Header Tab

- Step 1: Pay close attention to the “Shipment Date” entered by the Vendor. This date should match the signed MT/BOL received from the Delivery location

Acceptor - Energy Receiving Report

Header	Line Item	Addresses	Misc. Info	Preview Document		
<small>WARNING: This document was created as a COMBO. If rejecting to Initiator, the associated document should be reviewed for potential changes.</small>						
Contract Number Type		Contract Number		Delivery Order	Reference Procurement Identifier	
DoD Contract (FAR)		SP060011D1260		0003		
Shipment Number		Shipment Date		Final Shipment		
DLA0516		2014/05/16		N		
Invoice Number				Invoice Date		
4056447491				2014/07/16		
Submit Transportation Data Later		Transportation Account Code		TCN	Gross Weight	Cube
<input type="checkbox"/>						
Transportation Leg			Standard Carrier Alpha Code			
Secondary Transportation Tracking Number						



WAWF – Customer Acceptance

- **Energy Receiving Reports**

- Step 2: Routing Information. Pay close attention the “Ship to.” This is the actual delivery location DoDAAC/FEDAAC entered by the Vendor
 - Misdirected invoices do occur, verify “Accept By” information

Routing Information			
Role	Location Code	Extension	Name
Payee	SVC64		TOTAL KENYA LTD
Pay Official	SL4701		DO NOT SHIP MATERIEL/MROS TO DODAAC
Issue By	SPE600		DLA ENERGY
Admin	SPE600		DLA ENERGY
Ship To	SPE600		DLA ENERGY
Accept By	SPE600		DLA ENERGY
Receiver	SPE600		DLA ENERGY

* = Required Fields



WAWF – Customer Acceptance

- **Energy Receiving Reports**

- Certification: Do not enter any dates at this time. Review the remaining tabs first
- Step 3: Select the “Line Item” Tab at the top of the screen

- Required Fields

ACTION BY: SPE600 *

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

<input type="checkbox"/> CQA	Date Received	Acceptance Date	Certificate Signature
<input type="checkbox"/> Acceptance	<input type="text" value="YYYYMM/DD"/>	<input type="text" value="YYYYMM/DD"/>	Signature Of Authorized Government Representative
<input type="checkbox"/> Reject to Initiator			Submit Without Preview <input checked="" type="checkbox"/>



WAWF – Customer Acceptance

- **Energy Receiving Reports**

- Line Item Tab

- Step 4: Review

- Item No: The Item No entered should be “0001”

- Product/Service ID (National Stock Number (NSN)):

- Federal Stock Class - The first four digits

- NIIN - The remaining 9 digits or in EEBP represents the “TSW Material” used to create an order



WAWF – Customer Acceptance

- **Energy Receiving Reports**

- Line Item Tab

- Step 4: Review

- Qty. Shipped: The quantity delivered on the MT/BOL after the Vendor applies the DLA Rounding Rule

- » Tank Wagon (TW): use the Gross QTY

- » Tank Truck (TT): use the Net QTY

- Unit Price: Verify the unit price is correct by using the DLA Prices to Web link: <http://p2web.energy.dla.mil/>



WAWF – Customer Acceptance

- **Energy Receiving Reports**

- Line Item Tab

- Step 5: Qty. Received. Enter the QTY the location received from the corresponding signed MT/BOL, after applying Rounding Rules
 - Mismatch Qty. received vs. Qty. Received will result in a failed acceptance/system error which halts the payment process
 - Step 6: Click on the “Addresses” Tab at the top of the screen to continue



WAWF – Customer Acceptance

- Energy Receiving Reports
 - Line Item Tab

Acceptor - Energy Receiving Report

Header | **Line Item** | Add | Document

Expand All | Collapse All

• Item No.

• Unit Price

Contract Number	Delivery Order	Reference Procurement Identifier			Shipment Number	Invoice Number	Inspection Point	Acceptance Point
SP060011D1260	0003				DLA0516	4056447491	D	D

[+]	Basic Contract LIN	Item No.	Product/Service ID	Qualifier	NSP	Qty. Shipped	Unit of Measure	UofM Code	Unit Price (\$)	Qty. Received *	Qty. Accepted	Amount (\$)
		0001	9140002865294	FS	N	8454	United States Gallons At 60 Degrees Fahrenheit	U6	4.47	<input type="text"/>	8454	37789.38
											Total (\$):	37789.38

• Product ID

• QTY Shipped

• QTY Received



WAWF – Customer Acceptance

- **Energy Receiving Reports**
 - Address Tab
 - Step 7: Review
 - The Addresses Tab is simply a detailed overview of the information that is listed on the Header Tab
 - Click the “Expand All” hyperlink to view details
 - Step 8: Click on the “Misc. Info” Tab at the top of the screen to continue



WAWF – Customer Acceptance

- **Energy Receiving Reports**

- Misc. Info Tab

- Step 9: Use the “Expand All” hyperlink to view the Initiator POC information
- Step 10: If provided, view comments, and any copies of documentation
 - The invoice Initiator’s phone and email address will be displayed to allow Acceptors to communicate directly to request any additional supporting documentation prior to certifying invoice



WAWF – Customer Acceptance

- **Energy Receiving Reports**

- Misc. Info Tab

- Step 11: Enter the Acceptor's certification Information

- Attachments: Attach all supporting documents used for the certification process

- Comments: Are required

- Accepting – “I received xxx Gallons on this date xx/xx/2016”

- Rejecting – Detail reason/error on invoice that must be corrected to instruct the Vendor



WAWF – Customer Acceptance

- Energy Receiving Reports

- Misc. Info Tab

Contract Number	Delivery Order	Reference Procurement Identifier	Shipment Number	Invoice Number
SP060011D1260	0003		DLA0516	4056447491

	Role		Date of Action	
	Initiator		2014/07/16 0843 MDT	
	Name		Email	
	Thomas OKoth		thomas.okoth@total.co.ke	
	Title		Phone #	
	MR		2542987303	

Attachments	
Comments	

	Role		Date of Action	
	Acceptor		2017/03/08 1357 MST	
	Name		Email	
	ANTHONY BEASLEY		Anthony.Beasley@dla.mil	
	Title		Phone #	
	CAS		7033251280	
	Attachments			

[Add Attachments](#)

Comments	
Accept: I received xxx Gallons on this date xx/xx/2017 Reject: Wrong shipment date, wrong QTY, wrong location, etc.	



WAWF – Customer Acceptance

- **Energy Receiving Reports**

- Misc. Info Tab

- Step 12: Click on the “Preview Document” Tab at the top of the screen to continue
 - Step 13: Click on the “Save Draft Document,” at the bottom of the screen



WAWF – Customer Acceptance

- **Energy Receiving Reports**

- Preview Document Tab

- One of two notifications will appear at the top of the page

- » Successful - “INFO: Saved as of 20xx/xx/xx time.

- Document will be removed from a saved status after 10 day(s) and any data will be lost

- » Errors on the Acceptance - Warning: This document contains errors in the following Tab(s) – Header

- Step 14: Click on the “Header” Tab at top bottom of the screen



WAWF – Customer Acceptance

- **Energy Receiving Reports**

- Header Tab Return

- After viewing each of the five tabs, the Acceptor is ready to submit the certification of the invoice.
 - At the bottom of the Header Tab screen is the “ACTION BY” section.
 - Step 15: Acceptance or Rejection
 - Rejection
 - Click the “Reject to Initiator” radial button
 - Select the “Certificate Signature” button to submit
 - Verify credentials when prompted



WAWF – Customer Acceptance

- **Energy Receiving Reports**
 - Header Tab Return
 - Step 15: Acceptance or Rejection continued
 - Acceptance
 - Click on the “Acceptance” radial button and the “CQA” radial button will automatically highlight
 - Enter the “Date Received” – should also match the “Shipment Date” shown at the top of the Header Tab
 - Select the “Certificate Signature” button to submit
 - Verify credentials when prompted

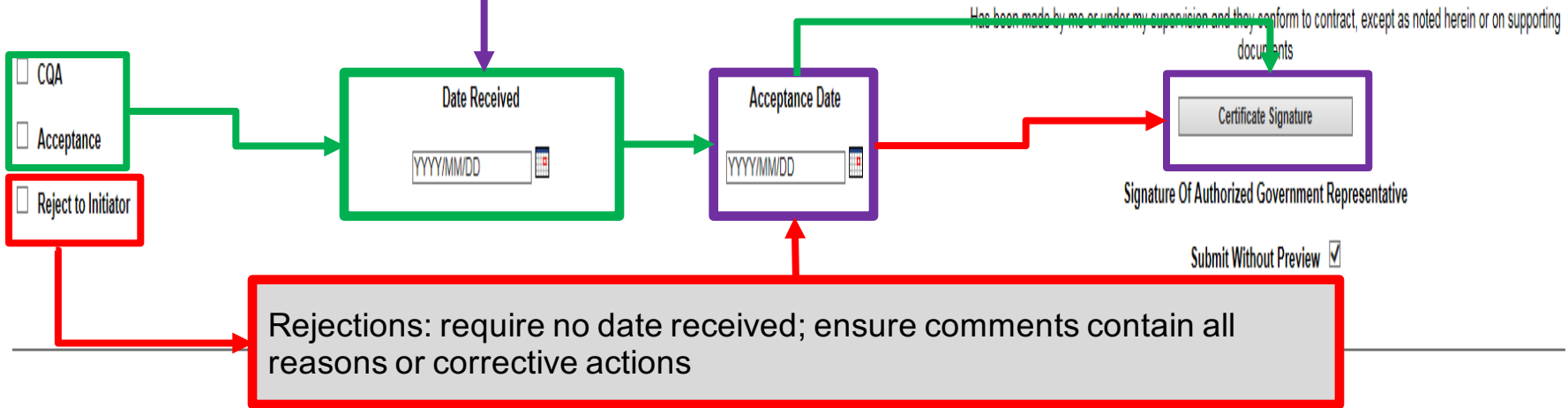


WAWF – Customer Acceptance

- Energy Receiving Reports
 - Header Tab Return

Contract Number Type	Contract Number	Delivery Order
DoD Contract (FAR)	SP060011D1260	0003
Shipment Number	Shipment Date	
DLA0516	2014/05/16	
Invoice Number		
4056447491		
<small>= required previous</small>		
ACTION BY: SPE600*		

Accept: Dates Match
Reject: Dates DO NOT match





WAWF – Customer Acceptance

- **E-Combo vs. E-Invoice**
 - **E-Combo:**
 - Document type most common with Customer Direct orders
 - Data is populated from DLA contracts or EEBP sales orders to create Delivery Orders (DD-1155/1449)
 - Some data is Vendor entered information as part of the invoice process. The Acceptor's primary duty is to validate information is correct and certify so that the payment process can begin
 - Is not a bill, but a Goods Receipt (GR) that feeds information back to DLA as part of the Order to Cash process (O2C)



WAWF – Customer Acceptance

- **E-Combo vs. E-Invoice**

- **E-Invoice:**

- Document type least preferred in Customer Direct orders
- Usually indicates no Acceptor or failed DODAAC/FEDAAC in WAWF system at the time of invoicing
- DLA is invoiced instead of the customer which increases potential of errors or delays
 - Acceptors are responsible to maintain accounts in an active status
 - GAMs are responsible to notify DLA of any DODAAC/FEDAAC changes or use of Extensions
- Is not a bill, but a Goods Receipt (GR) that feeds information back to DLA as part of the Order to Cash process (O2C)



WAWF – Customer Acceptance

- **E-Combo vs. E-Invoice**
 - **Vendor Payments:**
 - DLA offices coordinate vendor payments
 - The Acceptor role plays a significant part in accuracy and timeliness
 - DLA funds pays the Vendor, not the customer
 - **Billing process:**
 - Once customer GR matches with IR, the order is processed by DFAS for reimbursement of DLA funds issued to vendor.
 - DFAS bills the Customer/Agency on the 25th of each month
 - Commercial/Federal Agency: per the Fuel Purchase Agreement terms or conditions
 - DOD: per approved federal guidelines
 - Customers may request access to billing reports via EEBP



WAWF – Customer Acceptance

- **E-Combo vs E-Invoice**
 - **DLA Customer Account Specialist (CAS)**
 - Monitors invoices submitted in WAWF
 - Investigates invoices not accepted within 10 days of submission date
 - Analyzes accepted invoices that failed processing
 - Gathers evidential materials
 - Determines fault causes (Vendor/Customer error)
 - Initiates resolution actions
 - If required, coordinates follow on actions:
 - DLA contracting changes
 - DFAS billing issues
 - Training support



WAWF – Customer Acceptance

- **E-Combo vs E-Invoice**
 - **DLA Customer Account Specialist (CAS)**
 - Should a system error occur during the acceptance process, the Acceptor will be contacted by a DLA CAS to investigate the transaction. The Acceptor is responsible to respond in a timely manner to avoid any additional penalty fees if payment is past due
 - DLA CASs are NOT Contracting officials, thus the DLA Contracting officer will be the authority concerning any claims of payment
 - DLA CAS cannot authorize a Vendor to take action unless it has been determined it to be within the scope of the DLA-Energy contract per the appropriate DLA contracting official



WAWF – Customer Acceptance

QUESTIONS

?