Notice

You are accessing a U.S. Government (USG) information system (IS) that is provided for USG authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

The USG routinely intercepts and monitors communications occurring on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.

At any time, the USG may inspect and seize data stored on this IS.

Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.

This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.

Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

Notice

Wide Area Workflow is best experienced at a screen resolution greater than 1024 x 768.

WARNING!

Please DO NOT use the browser BACK BUTTON within the WAWF application.

The use of the browser's BACK BUTTON is not supported within the WAWF application when completing electronic forms.

Use of this button will cause the loss of data not yet saved to the server and will result in the application not performing as intended.

DO NOT use the backspace key in any uneditable field, as this will function as the back button.

Where they exist, use the PREVIOUS or CANCEL buttons to return to a previous page within the WAWF application.

The security accreditation level of this site is Unclassified FOUO and below.

Do not process, store, or transmit information classified above the accreditation level of this system.

WAWF
Wide Area Workflow

(1) Accept

Log into WAWF, DoD single face to industry for submitting invoices, as normal

User ID and password management remains with WAWF administrator

To begin the process to submit an invoice select Vendor > Create Document

Wide Area Workflow 5.2

User   **Vendor**   **Documentation**   **Lookup**   **Logout**

Vendor - Create Document

Contract Info

CAGE Code / DUNS / DUNS+4 / Ext. *	Contractual? *	Contract Number Type	Contract Number *	Delivery Order
0L524/555905108/ / ▼ (5)	Y ▼	DoD Contract (FAR) ▼ (6)	W9124712P0091 (7)	(8)

* = 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 |

[+] Advanced Search Criteria for WAWF

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

Enter CAGE, contract type, contract number and delivery order (optional)

(9)

Populate CLINs   **Next**   **Reset**   **Help**

Wide Area Workflow 5.2

| User | Vendor | Documentation | Lookup | Logout |

Vendor - Create Document

Contract >> Pay DoDAAC

INFO: The contract data can not be validated against the contract in DoD EDA. EDA may be down at this time.

Contractual	Reference Procurement Identifier	Contract Number Type	Contract Number	Delivery Order	CAGE	DUNS	DUNS + 4	Extension	Pay Official *
Y		DoD Contract (FAR)	W9124712P0091		0L524	555905108			HQ0678

* = Required Fields

(10)

Once informed by Contracting Officer that contract is modified (administratively) to the new SUS Pay Official (i.e., SUS Pay Office DoDAAC = HQ0678), enter to be directed to GFEBS SUS

(11)

| Next | Previous | Reset | Help |

Message given – select to "Open GFEBSP2P in new window"

NOTE: SUS is a component of the end-to-end Procure-to-Pay (P2P) pilot the Army is conducting.

You are being re-directed to SUS Application

Standard Mandatory DoD Notice and Consent Banner

Dated/Effective:May9,2008

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Press "OK" if you agree. Press "Cancel" if you disagree.

(13) OK   Cancel

Read and select "OK" to be directed to SUS

Example of Supply or Quantity based Contract
Data replicated to SUS from GFEBS for shipment and invoice processing

Contract number entered in WAWF will direct user to the associated SUS document
Basic (or header) data is shown as well as item information of awarded contract
Select "Process" to prepare one-time Acknowledgment of PO

Process Purchase Order

| Send | Save | Cancel | Update Prices | Print | Download |

Basic Data

Document Number	1000000176
Document Name	W9124712P0091
Document Date	03/05/2012
Purchase Order No.	4502002544
Requested Follow-On Documents	Purchase Order Response, Shipping Notif., Confirmation, Invoice
Status	In Process

Item Overview

Number	CLIN	SLIN	ACRN		Status	Product	Line Type	Description	Order quantity	Purchase Order Value	Confirmed Quantity		Required on	Confirmed for	
10	0010	AA	AA	✓ ✗	In Process			Level IIA Concealable Body Armor	10 each	2,500.00 USD	10	each	03/05/2012	03/05/2012	📋
20	0010	AB	AA	✓ ✗	In Process			Modular Integrated Communications Helmet	15 each	2,925.00 USD	15	each	03/05/2012	03/05/2012	📋
30	0020	AA	AA	✓ ✗	In Process			Deployable Rapid Assemby Shelter	4 each	3,500.00 USD	4	each	03/05/2012	03/05/2012	📋
40	0030	AA	AA	✓ ✗	In Process			Moisture Wicking Cold Weather Boot Socks	25 each	424.75 USD	25	each	03/05/2012	03/05/2012	📋
50	0040	AA	AA	✓ ✗	In Process	156697		INSULATION ARMOR FLEX	10 each	255.00 USD	10	each	03/05/2012	03/05/2012	📋

Page 1 of 1

| Confirm All Items | Reject All Items | Deselect All Items |

Review data and if correct, select "Confirm all items"
NOTE: Any errors should be reported to Contracting Officer

Confirmed items will show GREEN check and "Send" to submit

NOTE: If item is rejected (RED "X"), no follow-on documents can be submitted without contract (GFEBS PO) update

Messages

☑ Success:Your changes have been adopted successfully

Display Purchase Order

| Create ASN | Create Confirmation | Display History | Display Document Flow | Print | Download |

Basic Data

Document Number	1000000176
Document Name	W9124712P0091
Document Date	03/05/2012
Purchase Order No.	4502002544
Requested Follow-On Documents	Purchase Order Response, Shipping Notif., Confirmation, Invoice
Status	Confirmed

Item Overview

Number	CLIN	SLIN	ACRN	Status	Product	Line Type	Description	Order quantity	Purchase Order Value	Confirmed Quantity	Required on	Confirmed for
10	0010	AA	AA	Confirmed			Level IIA Concealable Body Armor	10 each	2,500.00 USD	10 each	03/05/2012	03/05/2012
20	0010	AB	AA	Confirmed			Modular Integrated Communications Helmet	15 each	2,925.00 USD	15 each	03/05/2012	03/05/2012
30	0020	AA	AA	Confirmed			Deployable Rapid Assemby Shelter	4 each	3,500.00 USD	4 each	03/05/2012	03/05/2012

When ready to submit Advance Ship Notice (ASN, similar to WAWF Receiving Report), select "Create ASN"

Delivery Information

Delivery Date (Expected)	03/05/2012
Delivery Time (Expected)	07:00
Shipping Date	03/05/2012
Shipping Time	07:00
Means of Transport	▼
Transport ID Code	
Bill of Lading	

(Optional)
Can enter shipping data

Item Overview

Number	ACRN	CLIN	SLIN	Product	Description	Quantity	Unit of Measure	Purchase Order No.	Order Item	DELETE	Item Selection
10	AA	0010	AA		Level IIA Concealable Body Armor	10	each	4502002544	10	🗑	☐ Propose Quantity
20	AA	0010	AB		Modular Integrated Communications Helmet	15	each	4502002544	20	🗑	☐ Propose Quantity
30	AA	0020	AA		Deployable Rapid Assemby Shelter	4	each	4502002544	30	🗑	☐ Propose Quantity
40	AA	0030	AA		Moisture Wicking Cold Weather Boot Socks	25	each	4502002544	40	🗑	☐ Propose Quantity
50	AA	0040	AA	156697	INSULATION ARMOR FLEX	10	each	4502002544	50	🗑	☐ Propose Quantity

Page 1 of 1

[Select All] [Deselect All] [Propose Outstanding Quantities]

Delivery Information

Delivery Date (Expected)   03/05/2012

Delivery Time (Expected)   07:00

Shipping Date   03/05/2012

Shipping Time   07:00

Means of Transport   [▼]

Transport ID Code

Bill of Lading

| Pick Handling Units |
| Cases (Domestic) |
| Cases (Overseas) |
| Std. Boxes (Medium) |
| Std. Boxes (Large) |
| Pallet Boxes |
| Pallets (Type A) |
| Pallets (Type B) |
| Wire Basket |
| Containers |
| Train Car |
| Truck |
| Ship |

(Optional)
Means of Transport has allowed fields to choose from

Item Overview

Number	ACRN	CLIN	SLI		...ption	Quantity	Unit of Measure	Purchase Order No.	Order Item	DELETE	Item Selection
10	AA	0010	AA		A Concealable Body Armor	10	each	4502002544	10	🗑	☐ Propose Quantity
20	AA	0010	AB		r Integrated Communications Helmet	15	each	4502002544	20	🗑	☐ Propose Quantity
30	AA	0020	AA		able Rapid Assemby Shelter	4	each	4502002544	30	🗑	☐ Propose Quantity
40	AA	0030	AA		Moisture Wicking Cold Weather Boot Socks	25	each	4502002544	40	🗑	☐ Propose Quantity
50	AA	0040	AA	156697	INSULATION ARMOR FLEX	10	each	4502002544	50	🗑	☐ Propose Quantity

Page 1 of 1

[Select All] [Deselect All] [Propose Outstanding Quantities]

Delivery Information

Field	Value
Delivery Date (Expected)	03/05/2012
Delivery Time (Expected)	07:00
Shipping Date	03/05/2012
Shipping Time	07:00
Means of Transport	Truck
Transport ID Code	A1999455532456955
Bill of Lading	G1000234455

Item Overview

Number	ACRN	CLIN	SLIN	Product	Description	Quantity	Unit of Measure	Purchase Order No.	Order Item	DELETE	Item Selection
10	AA	0010	AA		Level IIA Concealable Body Armor	2	each	4502002544	10	🗑	☐ Propose Quantity
20	AA	0010	AB		Modular Integrated Communications Helmet	5	each	4502002544	20	🗑	☐ Propose Quantity
30	AA	0020	AA		Deployable Rapid Assemby Shelter	1	each	4502002544	30	🗑	☐ Propose Quantity
40	AA	0030	AA		Moisture Wicking Cold Weather Boot Socks	5	each	4502002544	40	🗑	☐ Propose Quantity
50	AA	0040	AA	156697	INSULATION ARMOR FLEX	2	each	4502002544	50	🗑	☐ Propose Quantity

Page 1 of 1

Select All   Deselect All   Propose Outstanding Quantities

(Optional) Select "Propose Outstanding Quantities" to provide near real-time open quantity available in GFEBS
Update quantity for each item that shipment/delivery includes

NOTE: if quantity is incorrect, contact Contracting Officer

When ASN data is complete, select "Goods Delivered to Recipient" to send

Messages

☑ Success: Your changes have been adopted successfully

Message given

Display ASN

[Create Invoice] [Copy] [Print] [Download]

Basic Data

Shipping Notif.	3000000126
Document Name	W9124712P0091
Document Date	03/05/2012
Status	Sent

Delivery Information

Delivery Date (Expected)	03/05/2012
Delivery Time (Expected)	07:00
Shipping Date	03/05/2012
Shipping Time	07:00
Means of Transport	Truck

Contractor to receive normal WAWF email notification when documents are posted

From: RA2NOREPLY@ecedi.nit.disa.mil [RA2NOREPLY@ecedi.nit.disa.mil]
Sent: Monday, March 05, 2012 3:40 PM
To: Beeker, Sandra M CTR (US)
Subject: W9124712P0091\\0L524\RR\3000000126\\GFEBSP2P\Submitted

Action System: GFEBSP2P

Document Type: Receiving Report

Acceptance Date:

Processed Date:

Contract Number: W9124712P0091

Delivery Order:

Vendor CAGE\Ext: 0L524

Shipment Number: 3000000126

Shipment Date:

Invoice Number:

Invoice Date:

Has been Submitted on . Status is Submitted.

Thank you for your prompt attention.

Access the site at https://python.nit.disa.mil

THIS IS A SYSTEM GENERATED EMAIL MESSAGE, PLEASE DO NOT RESPOND TO THIS EMAIL.

NOTE: Update to WAWF from SUS happens approximately once per hour

(Optional)
Ability to Download or Print ASN document

Display ASN

Create Invoice | Copy | Print | Download

Basic Data   ⊟

Shipping Notif.	3000000126
Document Name	W9124712P0091
Document Date	03/05/2012
Status	Sent

Delivery Information   ⊟

Delivery Date (Expected)	03/05/2012
Delivery Time (Expected)	07:00
Shipping Date	03/05/2012
Shipping Time	07:00
Means of Transport	Truck
Transport ID Code	A1999455532456955
Bill of Lading	G1000234455

	Name	Type	Modified	Size	Ratio	Packed	Path
	ASN_3000000126.PDF	Adobe Acrob...	3/5/2012 3:35 PM	16,252	73%	4,331	

SOUTHERN ELEVATOR COMPANY, INC
130 OCONNOR ST
GREENSBORO NC 27406-2206
USA

Shipping notification

Information

Description	W9124712P0091
Shipping notification number:	**3000000126**
Date:	03/05/2012
Contact person:	SOUTHERN ELEVATOR COMPANY, INC
Telephone:	
Fax:	
E-mail:	

Ship-to address

UNITED STATES ARMY
0000000259
USA

Delivery information

Bill of lading	Means of transport	Transport ID
G1000234455	Truck	A1999455532456955
Delivery date	**Delivery time**	**Shipping date**
03/05/2012	07:00:00	03/05/2012

Shipping notification details

Item	Product number	Description	Product type	Revision level	Quantity	Unit
	Order number/item		**Supplier product no.**			
10		Level IIA Concealable Body Armor	**Material**		2	EA
	4502002544/0000000010					
20		Modular Integrated Communications Helmet	**Material**		5	EA
	4502002544/0000000020					
30		Deployable Rapid Assemby Shelter	**Material**		1	EA
	4502002544/0000000030					
40		Moisture Wicking Cold	**Material**		5	EA

Example ASN
(Optional to print or save)

Display ASN

Create Invoice	Copy	Print	Download

Basic Data

Shipping Notif.	3000000126
Document Name	W9124712P0091
Document Date	03/05/2012
Status	Sent

After ASN is submitted, may select "Create Invoice" to create with reference to the ASN

Process Invoice

Send | **Save** | **Cancel** | **Update Prices** | **Print** | **Download**

Basic Data

Invoice	0L524INV1234567
Status	In Process
Description	W9124712P0091
Document Date	03/07/2012
External Reference	4502002544
Unplanned Delivery Costs	0.00 USD

Invoice Number Format: First five Cage Number followed by 11 character internal invoice number. The invoice number entered above is: 0L524INV12345678

Products and Services

Number	CLIN	SLIN	ACRN	Product Type	Product	Description	Quantity	Unit of Measure	Net Value	Tax	Purchase Order No.	Purchase Order Item	DELETE
10	0010	AA	AA	Material		Level IIA Concealable Body Armor	2	each	500.00 USD	Tax Exempt	4502002544	10	🗑
20	0010	AB	AA	Material		Modular Integrated Communications	5	each	975.00 USD	Tax Exempt	4502002544	20	🗑
30	0020	AA	AA	Material		Deployable Rapid Assemby Shelter	1	each	875.00 USD	Tax Exempt	4502002544	30	🗑
40	0030	AA	AA	Material		Moisture Wicking Cold Weather Boot	5	each	84.95 USD	Tax Exempt	4502002544	40	🗑
50	0040	AA	AA	Material	156697	INSULATION ARMOR FLEX	2	each	51.00 USD	Tax Exempt	4502002544	50	🗑

System generated sequential number is assigned, but request you enter your CAGE followed by your reference invoice number (up to 11 characters)

Messages ⊟

✅ Success:Your changes have been adopted successfully

Message given

Display Invoice

| Set Status | Copy | Create Credit Memo | Display Document Flow | Print | Download |

Basic Data ⊟

Invoice	5000000099
Status	Document Sent
Status (New)	Accepted by Customer ▼
Description	W9124712P0091
Document Date	03/05/2012
External Reference	4502002544
Unplanned Delivery Costs	0.00	USD

Wide Area Workflow 5.2

User ID : TESTVENDOR2
Printer Friendly

| User | Vendor | Documentation | Lookup | Logout |

Vendor Documents from Active Folder for '0L524' (1 items, sorted by Contract Number)

Item	System	Type	Vendor (Payee)	DUNS	DUNS+4	Ext	Contract Number ▲	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	Purge
1	GFEBSP2P	Receiving Report	0L524	555905108			W9124712P0091		3000000126	2012-03-05	2012-03-05		Submitted	

NOTE: WAWF status is also updated
All documents entered, whether through normal WAWF or SUS,
will be available in document history

Contractor to receive

Action System: GFEBSP2P

Document Type: Receiving Report

Acceptance Date: 2012-03-05T00:00:00.000 0000

Email notification of Acceptance

Processed Date:

Contract Number: W9124712P0091

Delivery Order:

Vendor CAGE\Ext: 0L524

Shipment Number: 3000000126

Shipment Date:

Invoice Number:

Invoice Date:

Has been Accepted on . Status is Accepted.

Thank you for your prompt attention.

Access the site at https://python.nit.disa.mil

THIS IS A SYSTEM GENERATED EMAIL MESSAGE, PLEASE DO NOT RESPOND TO THIS EMAIL.

Display Invoice

Set Status | Copy | Create Credit Memo | Display Document Flow | Print | Download

Basic Data

Invoice	5000000099
Status	Document Sent
Status (New)	Accepted by Customer ▼
Description	W9124712P0091
Document Date	03/05/2012
External Reference	4502002544
Unplanned Delivery Costs	0.00 USD

(Optional) Scroll down to see additional data including ability to check near real-time payment status

Products and Services

Number	CLIN	SLIN	ACRN	Product Type	Product	Description	Quantity	Net Value	Tax	Purchase Order No.	Purchase Order Item
10	0010	AA	AA	Material		Level IIA Concealable Body Armor	2 each	500.00 USD	Tax Exempt	4502002544	10
20	0010	AB	AA	Material		Modular Integrated Communications Helmet	5 each	975.00 USD	Tax Exempt	4502002544	20
30	0020	AA	AA	Material		Deployable Rapid Assemby Shelter	1 each	875.00 USD	Tax Exempt	4502002544	30
40	0030	AA	AA	Material		Moisture Wicking Cold Weather Boot Socks	5 each	84.95 USD	Tax Exempt	4502002544	40
50	0040	AA	AA	Material	156697	INSULATION ARMOR FLEX	2 each	51.00 USD	Tax Exempt	4502002544	50

Price Information

Condition	Value
Net Value	2,485.95 USD
Unplanned Delivery Costs	0.00 USD
Tax	0.00 USD
Gross Price	2,485.95 USD

Terms of Payment

Payment in Days	Discount in %
30	0.000
0	0.000
0	

Payment Status

Date	Invoiced Amount	Paid Amount	Status	ECC FI Document	Invoice Pymt Status	Check/EFT Date	Check/EFT #	Replacement Date	Replacement Chk No
Payment may not yet have been made									

Check Payment Status

Date	Invoiced Amount	Paid Amount	Status	ECC FI Document	Invoice Pymt Status	Check/EFT Date	Check/EFT #	Replacement Date	Replacement Chk No
03/05/2012	2,485.95 USD	2,485.95 USD	Open	5105601751	SCHEDULED FOR PAYMENT				

Check Payment Status

When referenced ASN is received and processed by the Acceptor, the invoice will be available to be "Scheduled for Payment"

NOTE: Invoice linked to ASN, so should match without error

Wide Area Workflow 5.2

User ID : TESTVENDOR2
Printer Friendly

User | Vendor | Documentation | Lookup | Logout

Vendor Documents from Active Folder for '0L524' (2 items, sorted by Contract Number)

Item	System	Type	Vendor (Payee)	DUNS	DUNS+4	Ext	Contract Number ▲	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	Purge
1	GFEBSP2P	Invoice	0L524	555905108			W9124712P0091							
2	GFEBSP2P	Receiving Report	0L524	555905108			W9124712P0091		3000000126	2012-03-05	2012-03-05		Submitted	

Scroll to the right

Invoice Number	Submitted	Received	Status	Purge	Recall	Void	Amount
5000000099		2012-03-05	Processed				$2,485.95
							$0.00

Contractor to receive

Email notification of Invoice Processed

Display Invoice

Set Status | Copy | Create Credit Memo | Display Document Flow | Print | Download

Basic Data

Invoice	5000000099
Status	Document Sent
Status (New)	Accepted by Customer ▼
Description	W9124712P0091
Document Date	03/05/2012
External Reference	4502002544
Unplanned Delivery Costs	0.00 USD

Products and Services

Number	CLIN	SLIN	ACRN	Product Type	Product	Description	Quantity	Net Value	Tax	Purchase Order No.	Purchase Order Item
10	0010	AA	AA	Material		Level IIA Concealable Body Armor	2 each	500.00 USD	Tax Exempt	4502002544	10
20	0010	AB	AA	Material		Modular Integrated Communications Helmet	5 each	975.00 USD	Tax Exempt	4502002544	20

Payment Status

Date	Invoiced Amount	Paid Amount	Status	ECC FI Document	Invoice Pymt Status	Check/EFT Date	Check/EFT #	Replacement Date	Replacement Chk No
03/05/2012	2,485.95 USD	2,485.95 USD	Paid	5105601751	PAID	03/05/2012	08881234		

Check Payment Status

Once invoice is disbursed, data is updated to show the Check/EFT#

Start Page > List of Invoices

List of Invoices and Credit Memos

Print | Download

Type	Document Number	Document Name	Document Date
Credit Memo	0L524CREDITMEMO	W9124712P0091	03/07/2012
Invoice	0L524INV12345678	W9124712P0091	03/07/2012
Invoice	5000000099	W9124712P0091	03/05/2012

SUS retains list display of documents with drill-down capability to find associated documents