



ACQUISITION,
TECHNOLOGY
AND LOGISTICS

OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

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In reply refer to
DARS Tracking Number: 2016-A0001

MEMORANDUM DEPUTY ASSISTANT SECRETARY OF THE ARMY
(PROCUREMENT)

SUBJECT: Class Deviation—Wide Area WorkFlow (GFEBS SUS)

Effective immediately, United States Army contracting officers at the activities identified below may use the solicitation provision and contract clauses provided in Attachment 1 in lieu of the clauses at Defense Federal Acquisition Regulation Supplement (DFARS) 252.232-7003 and 252.232-7006 for new, competitively awarded, firm fixed-price contracts otherwise paid through General Fund Enterprise Business System (GFEBS) pay office HQ0490, except for contracts that —

- Are administered by Defense Contract Management Agency (DCMA);
- Are for construction;
- Provide government furnished property;
- Contain radio frequency identification (RFID) or item unique identification (IUID) requirements;
- Include progress payments; or
- Provide contract financing.

The purpose of this class deviation is to conduct a pilot to validate expected benefits of using GFEBS Supplier Self-Services (SUS) with Wide Area WorkFlow (WAWF). The activities and Department of Defense Activity Address Codes (DoDAACs) to which the pilot applies are:


ACTIVITY	DODAAC
US Army Medical Command (MEDCOM)	
<i>Regional Health Contracting Office – Central (Provisional) San Antonio, TX</i>	<i>W81K00</i>
<i>Health Readiness Contracting Office, San Antonio, TX</i>	<i>W81K04</i>
<i>Medical Research Acquisition Activity, Frederick, MD</i>	<i>W81XWH</i>
US Army Contracting Command (ACC) Mission and Installation Contracting Office (MICC)	
<i>412th Contracting Support Brigade – Ft. Jackson, SC</i>	<i>W9124C W912C6</i>
<i>412th Contracting Support Brigade – Ft. Knox, KY</i>	<i>W9124D</i>
<i>418th Contracting Support Brigade – Ft. Carson, CO</i>	<i>W911RZ</i>
<i>418th Contracting Support Brigade – Ft. Hood, TX</i>	<i>W91151</i>
<i>418th Contracting Support Brigade – Ft. Bliss, TX</i>	<i>W911SG</i>
<i>419th Contracting Support Brigade – Ft. Stewart, GA</i>	<i>W9124M</i>
<i>419th Contracting Support Brigade - Ft. Bragg, NC</i>	<i>W91247</i>
<i>419th Contracting Support Brigade – Ft. Campbell, KY</i>	<i>W91248</i>

Contractor participation in the pilot is addressed by Office of Management and Budget (OMB) Paperwork Reduction Act Control Number 0702-0126, for an inventory of 22,404 responses, with 2,240 response hours and a respondent cost burden of \$35,846. Therefore, contractor activity in the pilot may not exceed these amounts (i.e., submission of no more than 22,404 invoices).

If a contract has not been recorded in a timely manner in GFEBs, and therefore the contractor is unable to invoice in SUS, the Army shall enable manual submission of invoices and receiving reports.

Attachment 2 provides criteria by which success will be measured. The Army will submit a monthly report to Defense Procurement and Acquisition Policy (DPAP) Program Development and Implementation (PDI) detailing the criteria being gathered in accordance with Attachment 2. Representatives of the Army and DPAP/PDI will conduct quarterly in-process reviews of the pilot and control groups including the metrics. No later than two months before the expiration date of this class deviation, the Army shall submit a package to DPAP including a cost benefit analysis, prepared by the Army, detailing the results of the pilot.

This class deviation remains in effect through February 28, 2017, unless otherwise rescinded. My point of contact is Mr. Dustin Pitsch, who may be reached at 571-372-6090, or at Dustin.N.Pitsch.civ@mail.mil.



Claire Grady
Director, Defense Procurement
and Acquisition Policy

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

As prescribed in 232.7004(a), use the following clause:

**ELECTRONIC SUBMISSION OF PAYMENT REQUESTS
AND RECEIVING REPORTS (DEVIATION 2016-A0001) (NOV 2015)**

(a) *Definitions.* As used in this clause—

(1) “Electronic form” means any automated system that transmits information electronically from the initiating system to all affected systems. Facsimile, e-mail, and scanned documents are not acceptable electronic forms for submission of payment requests. However, scanned documents are acceptable when they are part of a submission of a payment request made using Wide Area WorkFlow (WAWF) or another electronic form authorized by the Contracting Officer.

(2) “Invoice payment” has the meaning given in section 32.001 of the Federal Acquisition Regulation.

(3) “Payment request” means any request for invoice payment submitted by the Contractor under this contract.

(4) “Receiving report” means the data required by the clause at 252.246-7000, Material Inspection and Receiving Report.

(b) Except as provided in paragraph (c) of this clause the Contractor shall submit payment requests and receiving reports using WAWF, in one of the following electronic formats that WAWF accepts: Electronic Data Interchange, Secure File Transfer Protocol, or World Wide Web input. Information regarding WAWF is available on the Internet at <https://wawf.eb.mil/>.

(c) The Contractor may submit a payment request and receiving report using other than WAWF only when—

(1) The Contracting Officer administering the contract for payment has determined, in writing, that electronic submission would be unduly burdensome to the Contractor. In such cases, the Contractor shall include a copy of the Contracting Officer’s determination with each request for payment;

(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 for rendered health care services using the TRICARE Encounter Data System (TEDS) as the electronic format;

(4) The Governmentwide commercial purchase card is used as the method of payment, only submission of the receiving report in electronic form is required; or

(5) Submitting payment requests and receiving reports to the Supplier Self-Services (SUS) system accessible via the Wide Area WorkFlow (WAWF) website as an authorized participant in the vendor portal invoicing pilot program.

(d) The Contractor shall submit any non-electronic payment requests using the method or methods specified in Section G of the contract.

(e) In addition to the requirements of this clause, the Contractor shall meet the requirements of the appropriate payment clauses in this contract when submitting payment requests.

(End of clause)

252.232-7006 Wide Area WorkFlow Payment Instructions.

As prescribed in 232.7004(b), use the following clause:

WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS
(DEVIATION 2016-A0001) (NOV 2015)

(a) *Definitions.* As used in this clause—

(1) “Department of Defense Activity Address Code (DoDAAC)” is a six position code that uniquely identifies a unit, activity, or organization.

(2) “Document type” means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

(3) “Local processing office (LPO)” is the office responsible for payment certification when payment certification is done external to the entitlement system.

(b) *Electronic invoicing.* As authorized by the clause at 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports (DEVIATION 2016-XXXX)(NOV 2015)—

(1) The WAWF system shall be used to electronically process vendor payment requests and receiving reports, in accordance with paragraph (c) of this clause; or

(2) The General Fund Business Enterprise System (GFEBS) Supplier Self-Services (SUS) system shall be used, in accordance with paragraph (d) of this clause, if the Contractor is an authorized participant in the GFEBS SUS invoicing pilot program.

(c) *WAWF.*

(1) *Access.* To access WAWF, the Contractor shall—

(i) Have a designated electronic business point of contact in the System for Award Management at <https://www.acquisition.gov>; and

(ii) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this web site.

(2) *Training.* The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the “Web Based Training” link on the WAWF home page at <https://wawf.eb.mil/>

(3) *Methods of document submission.* Document submissions may be via web entry, Electronic Data Interchange, or File Transfer Protocol.

(4) *Payment instructions.* The Contractor must use the following information when submitting payment requests and receiving reports in WAWF for this

contract/order:

(i) *Document type.* The Contractor shall use the following document type(s).

(Contracting Officer: Insert applicable document type(s). Note: If a "Combo" document type is identified but not supportable by the Contractor's business systems, an "Invoice" (stand-alone) and "Receiving Report" (stand-alone) document type may be used instead.)

(ii) *Inspection/acceptance location.* The Contractor shall select the following inspection/acceptance location(s) in WAWF, as specified by the contracting officer.

(Contracting Officer: Insert inspection and acceptance locations or "Not applicable.")

(iii) *Document routing.* The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table*

<i>Field Name in WAWF</i>	<i>Data to be entered in WAWF</i>
Pay Office DoDAAC	
Issue By DoDAAC	
Admin DoDAAC	
Inspect By DoDAAC	
Ship To Code	
Ship From Code	
Mark For Code	
Service Approver (DoDAAC)	
Service Acceptor (DoDAAC)	
Accept at Other DoDAAC	
LPO DoDAAC	
DCAA Auditor DoDAAC	
Other DoDAAC(s)	

*(*Contracting Officer: Insert applicable DoDAAC information or "See schedule" if multiple ship to/acceptance locations apply, or "Not applicable.")*

(iv) *Payment request and supporting documentation.* The Contractor shall ensure a payment request includes appropriate contract line item and subline item descriptions of the work performed or supplies delivered, unit price/cost per unit, fee (if applicable), and all relevant back-up documentation, as defined in DFARS Appendix F, (e.g. timesheets) in support of each payment request.

(v) *Email notifications.* The Contractor shall enter the e-mail address identified below in the "Send Additional Email Notifications" field of WAWF once a document is submitted in the system.

(Contracting Officer: Insert applicable email addresses or "Not applicable.")

(5) *Points of contact.*

(i) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity's WAWF point of contact.

(Contracting Officer: Insert applicable information or "Not applicable.")

(ii) For technical WAWF help, contact the WAWF helpdesk at 866-618-5988.

(d) *GFEBs SUS.*

(1) *Access.* SUS access is obtained by logging into WAWF at <https://wawf.eb.mil/> and entering the SUS Pay Office DoDAAC. Contractors authorized to participate in the GFEBs SUS pilot program will be seamlessly routed to the SUS vendor portal.

(2) *Training.* SUS contractors participating in the GFEBs SUS invoicing pilot program shall obtain training material and guidance at the time of initial contract award or conversion to the SUS pilot from the contracting officer.

(3) *Payment Instructions.* The Contractor will be provided in SUS the purchase order (PO) with the awarded contract information needed for use in submitting receiving report information and payment requests.

(i) The Contractor shall acknowledge and confirm the SUS PO matches the awarded document or modification. The Contracting office shall be notified of any corrections needed immediately prior to time of invoice.

(ii) The Contractor shall submit receiving report information as an "Advanced Ship Notice (ASN)" for supplies or a "Confirmation" for services.

(iii) The ASN or Confirmation will be reviewed for acceptance by the designated Contracting Officer's Representative (COR).

(iii) The Contractor shall submit the payment request as an invoice created from the associated ASN or Confirmation.

(4) *Manual transmission.* In the event submission of receiving report data or an invoice in SUS is unavailable, the Contractor may submit a receiving report

using the DD Form 250 or an invoice to the COR in accordance with DFARS 232.7002(c).

(5) *Points of contact.*

(i) The Contractor may obtain clarification regarding invoicing in SUS from the following contracting activity's SUS point of contact.

CONTRACTING ACTIVITY	DODAAC
US Army Medical Command (MEDCOM)	
<i>Regional Health Contracting Office – Central (Provisional) San Antonio, TX</i>	<i>W81K00</i>
<i>Health Readiness Contracting Office, San Antonio, TX</i>	<i>W81K04</i>
<i>Medical Research Acquisition Activity, Frederick, MD</i>	<i>W81XWH</i>
US Army Contracting Command (ACC)	
Mission and Installation Contracting Office (MICC)	
<i>412th Contracting Support Brigade – Ft. Jackson, SC</i>	<i>W9124C/W912C6</i>
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<i>418th Contracting Support Brigade – Ft. Bliss, TX</i>	<i>W911SG</i>
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<i>419th Contracting Support Brigade - Ft. Bragg, NC</i>	<i>W91247</i>
<i>419th Contracting Support Brigade – Ft. Campbell, KY</i>	<i>W91248</i>

(ii) For technical SUS help, the GFEBs helpdesk may be contacted via e-mail at army.gfebs.helpdesk@mail.mil or by phone at 866-757-9771.

(End of clause)

252.232-7999 Supplier Self-Service Pilot.

SUPPLIER SELF-SERVICE PILOT (DEVIATION 2016-A0001) (NOV 2015)

(1) This solicitation has been selected for possible inclusion in a pilot to test an alternate approach to electronic invoicing. Participation in this pilot is voluntary. The vendor portal, Supplier Self-Services (SUS), allows contractors to use pre-populated contract data to enter their invoices directly into a web-based user-interface for the General Fund Enterprise Business System (GFEBs) in lieu of entering the data into Wide Area WorkFlow (WAWF) and having it interface the data to GFEBs. Access to the web-based user interface vendor portal will be via WAWF log on, which will route the user to GFEBs based on the assigned Pay Office to perform invoicing.

(2) Offerors shall indicate in their offer whether they want to be considered for participation in the pilot. This indication is in no way an evaluation factor for award. Each award resulting from a solicitation containing this provision shall, if the successful offeror has indicated the desire to be included in the pilot, be randomly assigned to either the pilot group or a control group.

(End of provision)

TOP LEVEL METRICS

The Supplier Self-Services (SUS) pilot will be assessed against the following criteria using data from General Fund Enterprise Business System (GFEBS), Wide Area WorkFlow (WAWF), Standard Procurement System (SPS), and other systems as needed. Each criteria lists a threshold that must be met for the SUS pilot to be considered “successful.” These criteria will be used to assess the pilot group against the control group. Therefore, the Army will collect the following metrics for the pilot and control groups:

- 1) Invoice electronic posting rate.
- 2) Average days acceptance to goods receipt posting.
- 3) Average days to 3-way match.
- 4) Interest penalties incurred per million paid.
- 5) Stakeholder (resource manager, contracting officer, vendor, Defense Finance and Accounting Service (DFAS)) feedback.
- 6) Documents submitted manually per 252.232-7006(c)(3)(DEVIATION).
- 7) Cost paid to DFAS per invoice.