

# WHAT'S NEW IN WAWF 5.4

## FOR

## DCMA

## AND

## OUR VENDORS

**Prepared By:**

**Kathy Schreiber – FIRM Center, DCMA HQ**

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**<https://wawf.eb.mil>**

**Training Site Updated – *Week of 25 Mar 2013***

**<https://wawftraining.eb.mil>**

## **What's New in Version 5.4 that Affects DCMA**

**and**

## **Our Vendors**

- **Mandatory Use of CAC for All Gov't Roles**
- **New Unit of Measure Text Field**
- **Mandatory Pre-Population of CLIN Data from EDA**
- **EDI/FTP Vendors - New Hold/Submit Functionality**
- **Single Sign on WAWF and EDA**
- **Vendor GAM Mandate**
- **Miscellaneous Changes**
  - **Display of Messages for Vendor and Gov't Community**
  - **Screen Redesigns; Change in Placement of Template Indicator**

## Mandatory CAC Usage for Government Users

When Version 5.4 is deployed, if you are a user who has a Government Role (Inspector, Acceptor, Grant Approver, Admin By View Only etc) and you currently are using a logon and password to access WAWF you will be prompted to Change Authentication to your Common Access Card (CAC) and will not be granted access to WAWF unless you Change your Authentication Method. See the attached slide which depicts the screen which will be presented to non CAC Government users the first time they sign into WAWF after Version 5.4 is deployed. The user would select “Common Access Card” and click on Certificate Authentication and follow the prompts to switch to being a CAC user in WAWF. After this action, the next time you sign into WAWF you merely click on “Certificate Logon” and choose your CAC cert to access WAWF, utilizing your normal CAC PIN.

Note: There are a few personnel in DCMA who are exempted from this mandatory CAC usage. OCONUS DCMAI personnel; USDA inspectors inspecting food product under DCMA DoDAACs. Requests for any other DCMA personnel requiring exemption, with full justification, should be submitted through the user’s local CMO GAM to the **DCMA WAWF PM, Carol Albany.**

## New Text Field for Unit of Measure

Vendors will notice that a new field has been added to the CLIN/SLIN/ELIN screen, entitled Unit of Measure. See the attached slides which highlight this new field. This field allows the vendor to type in the textual unit of measure, such as “EACH”, “LOT” rather than the two digit abbreviation, e.g. EA, LO. WAWF contains a look up table of valid units of measure and will populate either field, depending on which one the vendor chooses to enter, from the look up table in WAWF. The text description only appears on the screen and does NOT appear when printing the PDF version of the receiving report. This new field and the placement on the input screen was done at the direction of OSD/DPAP.

## **Mandatory Prepopulation of CLIN Data from EDA**

In the current version of WAWF, the vendor has the option of clicking the box entitled “Populate CLINS” to attempt to prepopulate clin level data from the contract on EDA if the CLIN data is present in EDA in xml ‘behind’ the PDF image of the document. We had warned, when the optional ‘prepop’ feature was deployed, that it could cause problems with bad data being populated into the WAWF document and recommended vendors NOT use the Populate CLINs button and if they do that they closely check their document to the contract before submitting the document for Gov’t acceptance.

Now with this new version of WAWF, OSD DPAP has made prepopulation of all CLIN data mandatory – the vendor has no alternative or recourse and if the CLIN data is posted in xml by the PCO Contract Writing System on EDA, it will be presented to the vendor. The vendor has to pick at least ONE CLIN in order to continue on to the next screen in the creation process – even if the CLIN they want to bill/ship for is not displayed to them. Vendors need to beware that this prepopulation is the entire contract CLIN data as is was sent to EDA by the contract writing system and they must adjust the quantities according to the amount of items they are shipping and should closely check to ensure that all the data fields that prepopulate are correct before submitting the document for Government approval.

## **EDI/FTP Vendors Can Now submit a document in a Draft Status similar to Web Vendors**

Vendors who use EDI or FTP now will have the same ability as web vendors to submit a document in draft form to be completed at a later time. The same principles apply to the EDI/FTP documents submitted in draft i.e. they will purge in 7 days if the users do not access the document on the web and submit them. Documents submitted in Draft cannot be seen by the Government to act upon until the vendor ‘submits’ the document from the draft status in the vendors saved documents folder.

## Single Sign-On WAWF/EDA/CORT Tool

The ultimate goal of this change is to have all EDA, WAWF and CORT Tool users sign onto these systems through a single point of entry, i.e. WAWF. EDA being enveloped under WAWF will not take place until sometime later this year. For now, users will still sign onto WAWF and EDA they way they currently do. The CORT Tool however, which is the DoD Contracting Officers Representative Tracking Tool allows the tracking and management of COR nominees, existing CORs, COR Contract Management and organizational/site level Points of Contact; has been integrated under WAWF with this release. CORT users will have to sign into the CORT application by signing into WAWF first. *CORT is only used in DCMA by our HQ Procurement Office and not utilized by the CMOs.*

## Vendor GAM Mandate

DISA OGDEN WAWF Help Desk will no longer function as the GAM for vendors. Each vendor has to have a GAM appointed beginning with this Version.

## Miscellaneous Changes

The WAWF Home Page has been completely redesigned and has a 'new look and feel'. The System Messages area has been reformatted and messages will be displayed by user type.

The vendor 'create' screens have also been modified and the template indicator has been moved to earlier in the document create process.

Government Grant Approvers will note a new button when approving Grant or NPI Vouchers in WAWF entitled, "Populate Accounting Data From Template". This button is used to copy over the accounting data from a previously approved grant/voucher on the same contract. It's unlikely this feature will be used by DCMA Grant Approvers.

**Beginning with Version 5.4, once a new user registers, if they have not been activated in 48 hours by their local GAM, reminder emails will be generated, by WAWF, with the word “Escalated” in the subject line to all GAMS for the associated DoDAAC. Those emails will be generated each day until the user is activated.**

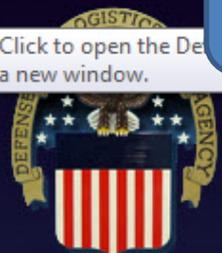
**Also, any person who is registered with User Id and Password and has NOT been activated for ANY roles within 60days will be deleted from the system. No email notice is currently sent to the user telling them they their registration has been purged. This may be changed in a future release.**

The WAWF webpages have been redesigned and have a new 'look and feel'. Since the BTA (Business Transformation Agency) has been eliminated, the WAWF Program Office now reports to DLA.

## Wide Area Workflow 5.4



Click to open the Desktop version in a new window.



### 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.

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

### WARNING!

Accept

Click to open the Defense Logistics Agency website in a new window.



## Wide Area Workflow 5.4

System Messages for ALL users are displayed; if messages are posted that are for Govt users Only Govt users will see the messages; if messages are posted for Vendors only, only Vendors will see the messages

(2013-FEB-19) System: **All** Subject: **Action Required! Critical! Message For: All Users**

This is a critical notice to all whom it may concern: You are required to do something about it before logging in!

(2013-FEB-19) System: **All** Subject: **Action Required! Critical! Message For: All Users**

If you are reading this message, you are urgently required to do something. Compliance with this requirement is critical.

(2013-FEB-19) System: **All** Subject: **Message For: All Users**

All users should take care not to login before reading this message. Why, I don't know.



Version 5.4 requires all Govt role users to logon with CAC. If you are currently using "user id and password" the first time you attempt to sign on after 25 March you will be presented with the next screen

## Wide Area Workflow 5.4.0

Home

### Login

#### Certificate Login

Certificate Login

#### User ID Login

User ID \*

DCAAGOV2

[Forgot your User ID?](#)

Password \*

.....

[Forgot your Password?](#)

Login

\* Asterisk indicates required entry.

Help

Users will have to click on Common Access Card and choose their certificate and hit submit to complete the conversion from user id and password to CAC.

## Wide Area Workflow 5.4.0

### Change Authentication

As of WAWF release 5.4, all government users and government support contractors MUST use a Common Access Card or Software Certificate to logon to WAWF. WAWF uses a Java Applet for CAC Card and Software Certificate logon and signing. Click the Help Button below for setup instructions for using the WAWF Java Applet. Please click the "Certificate Association" button below and select the certificate you wish to associate with this account once your machine is set up properly.

How will you be accessing WAWF? \*

- Common Access Card
- Software Certificate

Certificate Association

### Current User Authentication

Authentication Type	User ID
User ID / Password	DCAAGOV2

Submit

Cancel

Help

A local GAM can still reset a existing cert – this means ‘strip’ the certificate information associated with a user... and they will receive a one time password to give to the user. However that user that has been converted to user id and password will only be able to sign on to the system with user id and password for 7 days at which time the system will then require they switch to CAC

# WAWF Administration Console

Group	User	Role	Location	Exit
-------	------	------	----------	------

## Reset Certificate

User ID First Name

DCMAAC13 Ja

Email Address Co

wawfgov@dcma.mil

999999999

Title

dcma

Organization

dcma

Rank/Grade

dcma

Password Security Question 1

Where is your high school located?

Password Security Question 2

What is your pet's name?

Password Security Question 3

What is your favorite color?

Password Security Answer 1

JITCanswer1

Password Security Answer 2

JITCanswer2

Password Security Answer 3

JITCanswer3

Comments\* : resetting certificate to see what happens

Click the 'Submit' link to reset the certificate or click the 'Return' link to return to the previous page.

[Submit](#) [Return](#)

- SUCCESS: The certificate has been reset. The new one time password is: @qW9IF87y. This password should be transferred via phone and/or secure fax ONLY. The one time password should NOT be emailed and should ONLY be given AFTER the user has been authenticated. An email has been sent to DCMAAC13 to inform them of the password change. The user will be able to login with UserId/Password until 03/06/2013

NEW ENHANCEMENTS AFFECTING  
VENDORS

The "from template" indicator was moved up front earlier in the creation process to the first screen

User ID : DCMVAEND10  
Printer Friendly

## Wide Area Workflow 5.4.0

[User](#) | [Administration Console](#) | [Vendor](#) | [Property Transfer](#) | [Documentation](#) | [Lookup](#) | [Logout](#)

### Vendor - Create Document

Contract Info

CAGE Code / DUNS / DUNS+4 / Ext. *	Contractual? *	Contract Number Type	Contract Number *	Delivery Order	From Template? *
<input type="text" value="13499/060605883/ /"/>	<input type="text" value="Y"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="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
<input type="text"/>	<input type="text"/>	<input type="text" value="YYYY/MM/DD"/>	<input type="text" value="YYYY/MM/DD"/>	<a href="#">EDA</a>   <a href="#">WAWF</a>

[\[+\] Advanced Search Criteria for WAWF](#)

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

# Version 5.3 initial vendor create screen....

Template ind moved here in ver 5.4

## Wide Area Workflow 5.3.1

User Vendor Documentation Lookup Logout

### Vendor - Create Document

Contract Info

CAGE Code / DUNS / DUNS+4 / Ext. *	Contractual? *	Contract Number Type	Contract Number *	Delivery Order
13499/060605883/ /	Y		W15P7T08C2001	

\* = 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.

Populate CLINs Next Reset Help

Logon Date : 2013/03/03 11:11:50 EST Last Accessed Date : 2013/03/03 11:12:06 EST

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A new field appears when vendor is creating any document in WAWF; Unit of Measure (a text field); does not print on PDF copy of WAWF Receiving Report. Vendor can input Unit of Measure text such as EACH and EA will generate in UofMCode OR vendor can mouse over to UofMCode and input the two digit code EA for example and it will generate EACH in the Unit of Measure text field. Both fields will be filled even on documents created in earlier versions of WAWF.

User Administration Console Vendor Property Transfer Documentation Lookup Logout

### Vendor - Receiving Report

CLIN/SLIN/ELIN ACRNs UID MILSTRIP Batch/Lot & Shelf Life

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

Item No. **	Stock Part No. *	Type *			
<input type="text"/>	<input type="text"/>	<input type="text"/>			
Qty. Shipped *	Unit of Measure *	UofM Code *	NSP	Unit Price (\$)	A
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	
AAI	SDN	ACRN			
<input type="text"/>	<input type="text"/>	<input type="text"/>			
Multiple Box Pack Indicator	PR Number	GFE?	Advice Code		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Hazardous Material	Refrigerated	Perishable			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Save CLIN/SLIN/ELIN Save Draft Document Previous Help

This new field is only available to vendors who create documents on the web.. Not those who use ftp or edi to create their documents

Example of how the unit of measure and UofM code appears when the vendor is creating the document.

## Wide Area Workflow 5.4.0

User ID : DCMVAEND10

Printer Friendly

[User](#) [Administration Console](#) [Vendor](#) [Property Transfer](#) [Documentation](#) [Lookup](#) [Logout](#)

### Vendor - Receiving Report

[CLIN/SLIN/ELIN](#) [ACRNs](#) [UID](#) [MILSTRIP](#) [Batch/Lot & Shelf Life](#)

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

<b>Item No. **</b>	<b>Stock Part No. *</b>	<b>Type *</b>			
0001	5998012348823	FS - NATIONAL STOCK NUMBER			
<b>Qty. Shipped *</b>	<b>Unit of Measure *</b>	<b>UofM Code *</b>	<b>NSP</b>	<b>Unit Price (\$)</b>	<b>A</b>
1	Each	EA	<input type="checkbox"/>	23.99	
<b>AAI</b>	<b>SDN</b>	<b>ACRN</b>			
<b>Multiple Box Pack Indicator</b>	<b>PR Number</b>	<b>GFE?</b>	<b>Advice Code</b>		
N		N	H - Shipped or Performed		
<b>Hazardous Material</b>	<b>Refrigerated</b>	<b>Perishable</b>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

[Save CLIN/SLIN/ELIN](#)

[Save Draft Document](#)

[Previous](#)

[Help](#)

Logon Date : 2013/03/03 08:58:24 MST Last Accessed Date : 2013/03/03 09:02:05 MST

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100%

# Wide Area Workflow 5.4.0

User Administration Console Vendor Property Transfer Documentation Lookup Logout

## Vendor - Receiving Report

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

Header Addresses Mark For Comments **Line Item** Pack Attachments Preview Document

At least one Line Item is required

AAI SDN ACRN  
   [clear](#)

Hazardous Material Refrigerated Perishable  
   [Select All](#)

### Line Item Details

Item No.	Stock Part No.	Type	Qty. Shipped	Unit of Measure	UofM Code	Unit Price (\$)	Amount (\$)	UID	Actions
0001	5998012348823	A3	1	Each	EA	0.99	0.99	N	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Add</a>

### CDRL ELIN Line Item Details

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

Logon Date : 2013/03/03 08:58:24 MST Last Accessed Date : 2013/03/03 09:05:56 MST

Vendor - Create Document

Contract Info

CAGE Code / DUNS / DUNS+4 / Ext. *	Contractual? *	Contract Number	Contract Number *	Delivery Order	From Template? *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

\* = Required Fields

Pre-Populate Contract Number/Delivery Order

Contract Number begins with	Delivery Order begins with	Issue/Submitted	Date End	Populate From
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	EDA   WAWF

[Advanced Search Criteria for WAWF](#)

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

Active DoDAACs & Roles
Active CAGEs / Contractor DoDAACs & Roles
TFS Agency Accounting Identifier Table
Units of Measure Table
Foreign Currency Code Table
FMS Country Code Table
DCMA Admin DoDAACs
Pay DoDAACs
Misc. Pay Types
Misc. Pay Guidebook (External Link)
Misc. Pay Pay Office/AAI Cross-walk
Transportation Method/Type Codes Table
Find DCAA DoDAAC in LOCATOR (External Link)
Pay Status (myInvoice - External Link)
Quality Tests
Tax Reference Table

Acceptable units of measure are listed in the Lookup Link

Unit of Measure Look up Table in WAWF lists the DoD code (two digit), in the Clear Text , and X12 EDI Unit of Measure

## Wide Area Workflow

ND10  
friendly

### Lookup - Units of Measure Table (sorted by Unit Ascending)

Unit▲	Description	X12 Unit Of Measure
01	Actual Pounds	01
02	Statute Mile	02
03	Seconds	03
04	Small Spray	04
05	Lifts	05
06	Digits	06
07	Strand	07
08	Heat Lots	08
09	Tire	09
16	115 Kilogram Drum	16
17	100 Pound Drum	17
18	55 Gallon Drum	18
19	Tank Truck	19
1A	Car Mile	1A
1B	Car Count	1B
1C	Locomotive Count	1C

X12 Unit of Measure is only used by vendors who submit via EDI

Close

Help

Logon Date : 2013/03/03 08:58:24 MST Last Accessed Date : 2013/03/03 09:04:30 MST

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In Version 5.3 the Populate CLINs button was an OPTION...  
It is no longer an option for the vendor , but mandatory.

### Wide Area Workflow 5.3.1

User Vendor **Property Transfer** Documentation

#### Vendor - Create Document

Contract Info

CAGE Code / DUNS / DUNS+4 / Ext. *	Contractual? *	Contract Number Type	Contract Number *	Delivery Order
05NZ1/175089051/	Y	DoD Contract (FAR)	N0038312C2020	

\* = 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
		YYYYMM/DD	YYYYMM/DD	EDA   WAWF

[\[+\] Advanced Search Criteria for WAWF](#)

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

Mandatory CLIN Prepop in Ver 5.4  
Once the vendor enters the contract number and hits "NEXT"  
WAWF attempts to validate the contract number to EDA....

User ID : DCMVAEND10  
Printer Friendly

## Wide Area Workflow 5.4.0

User Administration Console Vendor Property Transfer Documentation Lookup Logout

### Vendor - Create Document

#### Contract Info

CAGE Code / DUNS / DUNS+4 / Ext. *	Contractual? *	Contract Number Type	Contract Number *	Delivery Order	From Template? *
<input type="text" value="45152/006070445/ /"/>	<input type="text" value="Y"/>	<input type="text" value="DoD Contract (FAR)"/>	<input type="text" value="W56HZV11C0091"/>	<input type="text"/>	<input type="text" value="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
<input type="text"/>	<input type="text"/>	<input type="text" value="YYYY/MM/DD"/>	<input type="text" value="YYYY/MM/DD"/>	<input type="text" value="EDA   WAWF"/>

[+] Advanced Search Criteria for WAWF

NOTE: You must either enter a Contract Number or select one from the list.

Reminder --the contract does NOT need to be on EDA for the vendor to be able to create a document in WAWF.

Logon Date : 2013/03/03 08:58:24 MST Last Accessed Date : 2013/03/03 09:07:47 MST

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If the Contract Writing System posts PDS compliant data behind the PDF image of the contract on EDA, WAWF will present (prepop)all the clins to the contractor. The vendor has to choose one or more CLINS to proceed to the next screen even if the CLIN they want to deliver/bill is NOT listed or even if they are creating a progress payment which has NO CLIN data

## 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	<input type="text"/>	DoD Contract (FAR)	W56HZV11C0091		45152	006070445			HQ0339

\* = 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"/> 0001AA			W25G1U	HQ0339			S		Y		
<input type="checkbox"/> 0001AB			S1403A	HQ0339			S		Y		
<input type="checkbox"/> 0002AA			W25G1U	HQ0339			S		Y		
<input type="checkbox"/> 0003AA			W25G1U	HQ0339			S		Y		
<input type="checkbox"/> 0003AB			S1403A								
<input type="checkbox"/> 0004AA			W25G1U								
<input type="checkbox"/> 0005AA			W25G1U								
<input type="checkbox"/> 0005AB			S1403A								

Next Previous Select All Reset Help

Logon Date : 2013/03/01

Security & Privacy Accessibility Ven

Note if the CLIN they want to ship/delivery is not displayed, vendor picks another CLIN and then deletes it on the CLIN tab and enters the CLIN they ARE delivering. Vendors are responsible for ensuring all data IS correct and matches their contract as often times the PDS data is in error