



DEFENSE FINANCE AND ACCOUNTING SERVICE

P.O. BOX 182317  
COLUMBUS, OHIO 43218-2317

NOV 29 2006

DFAS-C/CO

Dear Sir/Madam:

The Department of Defense (DoD) now requires that all vendors doing business with DoD submit their invoices electronically via a web-based system. The Under Secretary of Defense identified Wide Area Workflow-Receipt and Acceptance (WAWF-RA) as the system for implementing this statutory requirement. If your contract requires electronic submission of invoices and you are not in compliance, this letter is notification that beginning January 1, 2006, the Defense Finance and Accounting Service (DFAS) may reject any non-electronic invoices in accordance with Defense Federal Acquisition Regulation Supplement (DFARS) Clause 252.232-7003. If you do not have the ability to submit electronic invoices and the electronic clause is in your contract, you should contact your contracting officer for assistance.

Electronic submission eliminates delays associated with the antiquated paper processing of payment receipt and acceptance documentation and enables authorized DoD vendors the ability to create invoices and receiving reports electronically via the web. WAWF also enables the government to electronically view and process invoices and receiving reports quicker than in the past. Electronic submission of invoices reduces problems with complex disbursements and provides a dated record of invoice receipt, acceptance, and payment. Best of all, the use of electronic submission could get your company paid faster!

To take advantage of the benefits of WAWF-RA or other electronic means of submitting invoices, call the WAWF-RA Help Desk at 1-866-618-5988 or email them at [escassig@ogden.disa.mil](mailto:escassig@ogden.disa.mil) to establish your CAGE Code/Vendor Code in WAWF-RA. You can self-register at WAWF-RA <https://wawf.eb.mil/> to use the system. Self-paced training is offered for WAWF-RA at <https://wawftraining.eb.mil>. Additionally, DFAS holds free WAWF "hands-on" vendor training sessions at different DFAS locations throughout the United States. To attend, complete the online registration at: <http://www.dod.mil/dfas/commpay/vptraining.htm>.

Our goal is to get you quick and accurate payments for the work you have completed for the Government. If you have any questions, please contact Barbara K. McKown at 937 296-8065.

Sincerely,

A handwritten signature in black ink, appearing to read "Jerry S. Hinton".

Jerry S. Hinton  
Director, Commercial Pay Services