



ACQUISITION AND  
PROCUREMENT OFFICE

**DEPARTMENT OF DEFENSE  
WASHINGTON HEADQUARTERS SERVICES  
1155 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1155**



11 July 2006

Dear Sir or Madam:

The Department of Defense now requires all contract invoices to be submitted and processed electronically. Later this summer, Washington Headquarters Services, Acquisition & Procurement Office (WHS, A&PO) will start using Wide Area Workflow -- Receipt and Acceptance (WAWF-RA) to meet this electronic invoicing requirement.

WAWF-RA is a secure, web-based system that will allow you to submit invoices, and track receipt/acceptance documents, electronically via the Internet. WAWF-RA will also enable us to electronically perform the receipt and acceptance processes traditionally captured on a paper DD Form 250, Material Inspection Receiving Report. Please go to the WAWF-RA web-based training site at <http://www.wawftraining.com> to learn more about our electronic invoicing system.

We will send you more specific instructions on WAWF-RA implementation in the following weeks. We look forward to working with you to begin electronic invoicing in WHS/A&PO.

A handwritten signature in cursive script that reads "Frances L. Sullivan".

Frances L. Sullivan  
Director