

Wide Area WorkFlow-Receipt and Acceptance (WAWF-RA)

The Air Force Academy Contracting Office (10MSG/LGCW) is excited to announce that Vendors can now obtain training and assistance for those wishing to submit their Invoices in the Wide Area Work Flow – Receipts and Acceptance application (WAWF-RA).

What is DoD Wide Area WorkFlow-Receipt and Acceptance (WAWF-RA)? *

WAWF-RA provides the baseline technology for Government Vendors and authorized DoD personnel to generate, capture, and process receipt and payment-related documentation, via interactive Web-based applications. Authorized DoD users are notified of pending actions and are presented with a collection of documents required to process the contracting or financial action. When the payment system is capable of receiving EDI transactions, the WAWF-RA system will send the appropriate EDI transaction sets.

What Does the WAWF-RA Application Allow Me to Do? *

Vendors can submit invoices and receiving reports electronically using existing Electronic Commerce methods. Additional choices are now available: Web interactive forms and straight push from Vendor automated systems (FTP). These new choices do not result in significant cost or require changes to existing processes. Additionally, the Vendor will receive system-generated emails advising them of action taken by the Government Inspection and Acceptance Officials. If a receiving report or invoice is rejected, the Vendor will have the capability to correct the data and resubmit-thus only the individual data elements need to be corrected as opposed to retyping the entire document. Finally, the Vendor will be able to view previously submitted documents and determine the current status, review actions taken by Government officials (to include access to the name, email and phone numbers), and as appropriate initiate follow-on actions.

How Do I Register?

Vendors: We'll send you an information packet with a training CD-Rom.

- 1) Send an E-mail to LG.WAWFRA@usafa.af.mil (message subject needs to read: Vendor WAWF-RA)

Include the information requested on the attached form in your message:

OR

- 2) Send the attached form to:
Operational Contracting Office,
Attn: Vendor WAWF,
8110 Industrial Drive #200,
USAF Academy, CO 80840-2315.

* Excerpts from the WAWF-RA Website: <https://wawf.eb.mil/>



**WIDE AREA WORK FLOW CONTRACTOR TRAINING
USAF ACADEMY, CO**

COMPANY NAME: _____

CONTACT NAME: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE: _____ FAX: _____ E-MAIL: _____

CAGE CODE: _____ CONTRACT NUMBER (If Applicable): _____

BUSINESS SIZE:

BUSINESS TYPE:

Small _____ Manufacture/Producer _____

Small Minority-Owned _____ Services Establishment _____

Small Disadvantaged _____ Retail Dealer _____

Minority Business certified by SBA _____ Wholesale Dealer _____

Small Woman-Owned _____ Construction _____

Veteran _____ Research and Development _____

Service-Disabled Veteran _____

Other: Certified Hub Zone _____

NOTE: Contracts with Certified Invoices being sent to the Contracting Office for certification/ processing to DFAS are currently exempt from this program. Future software enhancements to the program may be accomplished that will allow all contractor invoices to be electronically processed. The time frame for this is unknown but we will keep you informed when we are notified.