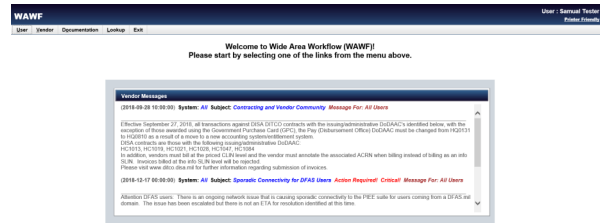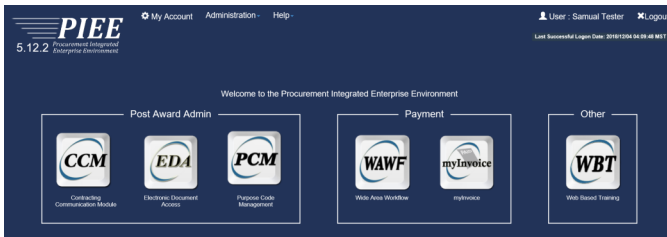# Wide Area Workflow

Invoice including

UID Guide (Supplies)

Sign in to PIEE and select WAWF

Select **Vendor**, Then select **Create Document**

Your NCAGE code will auto populate, you only have to complete the boxes indicated *

Enter your contract number, if you are unsure you can search in the lower boxes.

Enter **FA5587** in the box "**Contract Number begins with**" and click **[+] Advanced Search Criteria for WAWF**

Then click the **EDA** button under the "**populate from**" title

Select the contract or delivery order required

The following page will be displayed, from here select the contract number or delivery order you are submitting an invoice for.

Wide Area Workflow Invoice Guide with UID

Vendor—Create Document page

You will see your contract with the various CLINS (If applicable)

Select the **CLIN (S)** or contract/delivery order required and click **NEXT**

WAWF

| User | Vendor | Documentation | Lookup | Exit |

Vendor - Create Document

Contract >> Pay DoDAAC

INFO: Unable to retrieve PDS XML from EDA. The PDS XML was not found in EDA.
INFO: Click the Previous button or Contract >> link to enter a different Contract Number or continue creating the document.

Contractual	Reference Procurement Identifier	Contract Number Type	Contract Number	Delivery Order	CAGE	DUNS	DUNS + 4	Extension	Pay Official *
Y		DoD Contract (FAR)	FA558717P0000		UV000	1234567			F78900

* = 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
☐ 0001			F2P3E5			D	D		Y		
☐ 0002			F2P3E5			D	D		Y		
☐ 0003			F2P3E5			D	D		Y		

If you have CLINS select the CLIN you are raising the invoice for, you are able to select multiple CLINS if need-

WAWF

| User | Vendor | Documentation | Lookup | Exit |

Create New Document

Contract >> Pay DoDAAC >> Document

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay Official	Currency Code
FA558717P0000			UV000	1234567			F78900	USD ▾

* = Required Fields

| **Select Document to Create: *** |

○ Invoice
○ Credit Invoice
○ Invoice as 2-in-1 (Services Only)
○ Construction Payment Invoice
○ Commercial Item Financing
○ Performance Based Payment
○ Progress Payment
○ Receiving Report
◉ Invoice and Receiving Report (Combo)
○ Reparables Receiving Report
○ Invoice and Reparables Receiving Report (Combo)
○ Cost Voucher (FAR 52.216-7, 52.216-13, 52.216.14, 52.232-7)
○ Non Procurement Instruments (NPI) Voucher
○ Grant Voucher

Inspection: [Destination ▾]   Acceptance: [Destination ▾]   ☐ Fast Pay (FAR 52.213-1)   ☐ FMS

Click on the button —— ● **Invoice and Receiving Report (Combo)**

The Inspection and Acceptance boxes will then auto fill.

Then select **NEXT**

You will see the following page with all the details pre-filled, click **NEXT**

iRAPT (formerly WAWF)

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| User | Vendor | Documentation | Lookup | Exit |

Vendor - Receiving Report and Invoice COMBO

Contract >> Pay DoDAAC >> Document >> Routing

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Inspection Point	Acceptance Point	Pay DoDAAC
FA558717P0000			UV000	1234567			D	D	F78900

* = Required Fields, Date = YYYY/MM/DD

Issue Date	Issue By DoDAAC	Admin DoDAAC *	Inspect By DoDAAC / Extension	Mark For Code / Extension
2016/09/06	FA5587	FA5587		

Ship To Code * / Extension	Ship From Code / Extension	LPO DoDAAC / Extension	Accept By DoDAAC / Extension
F2P3E5			F2P3E5

On the first page fill in the required fields, check **Supplies** or **Services** depending on the requirement.

Enter **Shipment Number**—This is free form

Enter **Shipment Date**—Date item delivered

Final Shipment—If this is the last or final delivery select **Y**

Invoice Number—**Enter your own invoice number**

Final Invoice—If this is the last invoice on the contract select **Y**, if there are more to follow select **N**

Then select the next required TAB at the top of the page, you have to work through all of these as required.

Addresses— This should be pre-populated with all the required addresses, if correct go onto the next tab.

The Discounts, Mark For and Comments tabs should not require attention so go to the **Line Items** tab.

Select **Line Item** Tab and click "**Edit**" on the CLIN or contract highlighted in **red**

The CLIN will open as below, fill in the items indicated * *(Note these are filled in the illustration)*

Fill in the required field, as indicated *if not already pre-populated.

Qty Shipped—Enter number of items on the invoice.   **Unit of Measure**—Should be pre-filled

Unit Price ($)**— Check the price is correct, should be pre-filled.   **Amount ($) — Check correct

Description– Add brief details of the invoice content.

Click Save CLIN/SLIN/ELIN

You may see the following error as shown below in **red**, this indicates that the item requires a UID which is an unique item description.

If you see this error you have to enter the product serial number as per the applicable clause in your contract.

click on the **UID tab** and then on **Add UID**

UID or UII—WAWF titles the TAB UID although it although it refers to UII which causes confusion although they are both the same in this instance. UII stands for Unique Item Identification.

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User Vendor Documentation Lookup Exit

Add UID

* Asterisk indicates required entry for 'Save'.   ** Double asterisk indicates required entry for 'Save and Continue'.
INFO: Enter the Original Part Number even if not used in UII creation.

UID Type **		Issuing Agency Code

Original Part Number	Enterprise Identifier

Lot / Batch	Warranty

Original Manufacturer Code	Original Manufacturers ID	Special Tooling Or Test Equipment Status *
		Not Special Tooling Or Test Equipment

UID Number *	Serial Number	Actions	Message
	Add UID		

Fill the required fields as follows: (Many have drop downs)

UID Type— This depends on the item, if you are unsure select the first line

       UID1—DoD Construct 1, Serialization within the enterprise

Issuing Agency Code— Select **D-CAGE Code** from the drop down menu

Enterprise Identifier— Enter your company **NCAGE** code   **Click Add UID**

https://wawf.eb.mil/ - IRAPT - Internet Explorer provided by USAF

WAWF

User Vendor Documentation Lookup Exit

Add UID Detail

* Asterisk indicates required entry for 'Save'.   ** Double asterisk indicates required entry for 'Save and Continue'.

UID Number *

  DU1A12DU1A1212345

Serial Number

  DU1A1212345

For the UID number insert your NCAGE code

(5 digits) as follows:

 DCAGEDCAGE Serial number (No spaces)

So for NCAGE U1A12 and Serial Number 12345

Serial number is DNCAGE Serial Number DU1A1212345

Click Save UID, review page and **Save UID** again

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User Vendor Documentation Lookup Exit

Vendor - Receiving Report and Invoice COMBO

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

* Asterisk indicates required entry for 'Save'.   ** Double asterisk indicates required entry for 'Save and Continue'.

Expand All   Collapse All

Enterprise Identifier		Issuing Agency Code	Type	Original Part Number	Actions
UV000		D	UID1		Edit UID Delete UID

Lot / Batch		Warranty

Original Manufacturers Code	Original Manufacturers ID	Special Tooling Or Test Equipment Status
		Not Special Tooling Or Test Equipment

UID Number		Serial Number
DU16V2123456789		123456789

[-]Marks

Contents	Medium	Value	Marker Code	Marker ID	Bagged / Tagged	Effective Date	Set	Actions
UID	2D COMPLIANT	DUV000123456789	D	UV000	N	2017/05/08	SET 1	Edit Marks Delete Marks
								Add Marks

Embedded UID Classification	Actions
Non-GFP	Add Embedded UID

                                                         Add UID

UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION.

Save CLIN and you should now be able to submit your invoice.