

# WAWF Getting Started for Vendors

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## Introduction

Thank you for your interest in Wide Area Workflow. This guide will help you get started using WAWF. In addition to this guide feel free to access the following web links for additional information and training on WAWF:

### **WAWF General Information and Registration**

<https://wawf.eb.mil>

### **WAWF Training Database (great place to practice using WAWF)**

<https://wawftraining.eb.mil>

### **WAWF On-line Training Course (great place to begin learning WAWF)**

[www.wawftraining.com](http://www.wawftraining.com)

### **DFAS Electronic Commerce End Users Tool Box (register for classroom training and obtain user guides)**

<http://www.dfas.mil/contractorpay/electroniccommerce/ECToolBox.html>

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## Overview

You must perform the following steps to receive an active WAWF account:

Steps	✓	Description
1		Register with the Central Contractor Registry (CCR)
2		Establish an Electronic Business (EB) Point of Contact (POC) in CCR
3 Optional		Register for Electronic Document Access (EDA). This step is not required but recommended.
4		Ensure CAGE Code is added to WAWF
5		Establish an Organizational Email Address
6		Designate a Group Administrator Manager (GAM)
7		Determine if batch feeds for data input is necessary
8		Set up PCs to Access WAWF
9		Self Register GAM
10		Change temporary WAWF password
11		Have all Users Self-Register on the WAWF web site
12		Follow-up if necessary

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# WAWF Getting Started for Vendors, Continued

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## 1st Step

### **Register with Central Contractor Registry (CCR)**

All vendors must be registered in the CCR at <http://www.ccr.gov/> in order to sell goods and services to the Department of Defense (DoD).

For help with registration in CCR, contact the CCR Assistance Center at 1-888-227-2423.

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## 2<sup>nd</sup> Step

### **Establish or verify the Electronic Business Point of Contact (EB POC) in CCR**

- To facilitate electronic commerce between vendors and DOD, vendors must establish an EB POC for their company in CCR.
- The EB POC will be responsible for authorizing vendor employee(s) access to submit, modify and/or view data on behalf of the vendor. In WAWF terminology, the EB POC also functions as the Group Administrator (GAM). The GAM is your company's "Gate Keeper" and will be responsible for authorizing access to WAWF for all your company's employee(s). See Step 6.
- The CCR POC is responsible for entering EB POC data in CCR.
- Each vendor can establish up to two EB POCs one primary and one alternate EB POC for each Cage/DUNS code.

Refer to "How to Establish or Verify the EB POC in the CCR" section for a detailed procedure.

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## 3<sup>rd</sup> Step Optional

### **Optional step, but recommended - Register for Electronic Document Access (EDA)**

Electronic Document Access (EDA) acts as a virtual file cabinet for the storage and retrieval of multiple types of acquisition documents to include Purchase Orders and post-award contracts. Vendor may be authorized to view contract documents that match their validated DUNS or CAGE codes. To register for EDA go to <http://eda.ogden.disa.mil/>. Follow the Vendor prompts.

Refer to "Vendor Registration for Electronic Document Access (EDA)" section for a detailed procedure.

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# WAWF Getting Started for Vendors, Continued

## 4<sup>th</sup> Step

### Have your CAGE Code added to the WAWF database.

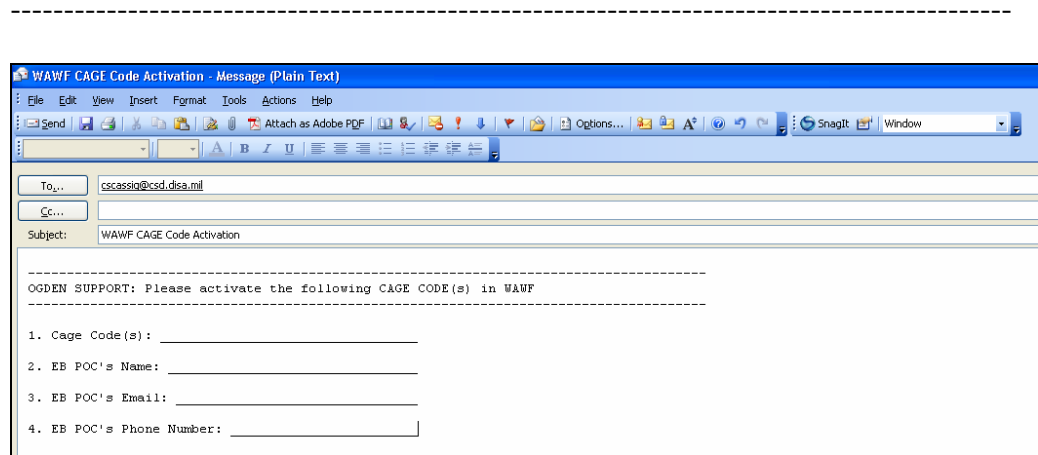
Your CAGE code/s must be added to WAWF structure before any personnel can self-register in WAWF. If you have multiple CAGE codes they can all be added to your group at the same time.

Optional CAGE code extensions can be created to subdivide your CAGE code into smaller units. Each CAGE code and extension will have its own organizational e-mail address. The email addresses will be used notify your sub-groups that a document status has changed.

To establish a vendor group for a CAGE code, Someone in your company needs to either call the Customer Support Center-phone number (toll free 1-866-618-5988) or send an email to DISA Ogden at [cscassig@csd.disa.mil](mailto:cscassig@csd.disa.mil). If your organization has multiple CAGE codes; the WAWF-RA Customer Support Center will assist in adding all your CAGE codes to your group structure in WAWF.

Phoned in requests will be activated online. Emailed requests will be processed within 48 hours after receipt.

**Sample Group Activation Email:** Please use the following template to email requests to WAWF Customer Support: [cscassig@csd.disa.mil](mailto:cscassig@csd.disa.mil). Please fill in missing information with your company information.



**Important - PLEASE NOTIFY YOUR EB POC! We will need their authorization to activate individual accounts after the CAGE code/s are added to WAWF.**

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## WAWF Getting Started for Vendors, Continued

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### 5th Step

#### **Establish an Organizational email Address.**

- WAWF routes information according to CAGE codes. WAWF documents themselves do not get routed, but status information about the documents is sent in emails. For example, email confirmations are sent when a vendor SUBMITS a document. Email notices are sent when the government ACCEPTS or REJECTS the document.
- In order to receive status information about the WAWF documents, vendors need to establish organizational email accounts and determine who will have access to this organizational email account.
- Ensure that the organizational email address is operational and can receive email prior to registering it with the WAWF Customer Support Center.
- The GAM or EB POC shall provide the organizational email to the WAWF Customer Support Center.
- Note: If you do not set up an organizational email address, the personal email address of the first person who self-registers from your CAGE/DUNS code will be used as the organizational email address.

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## WAWF Getting Started for Vendors, Continued

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### 6th Step **Designate a Group Administrator (GAM) for your company.**

Vendors must appoint a GAM to manage their WAWF account. It is recommended that the EB POC BE the GAM. As mentioned earlier, the GAM is your companies “Gate Keeper” and as such this person authorizes the activations and deactivations for the company’s CAGE code/s. When the EB POC registers as the GAM no additional paperwork is required to establish your WAWF GAM account.

The EB POC will also be contacted when there is a question about invoices submitted through WAWF. Please ensure your EB POC is familiar with the WAWF process, they can contact company personnel to answer invoicing questions from government officials.

If you appoint a GAM that is not your EB POC. The EB POC must complete a GAM appointment letter and fax it to the customer Service Center. The fax number is 1-801-605-7453.

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### 7th Step **Determine if batch feeds for data input is necessary.**

Most Vendors use the manual, web entry method to input their documents directly into WAWF. Web entry is a good method if you have a small volume of payment documents to create or if you have a small amount of lines on your contract/s. But for vendors that have a large number of transactions and/or many line items per payment document, we recommend you submit documents via the File Transfer Protocol (FTP) or Electronic Data Interchange (EDI) method. .

WAWF FTP and EDI Guides are available after your account has been activated. If further assistance is needed, please contact the WAWF Customer Service Center and ask for help with EDI. A trouble ticket will be created and you will be forwarded to the Joint Interoperability Test Center (JITC) and a technician will be assigned to assist you in testing your file layout(s).

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## WAWF Getting Started for Vendors, Continued

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### 8<sup>th</sup> Step

#### Set up PCs to access WAWF.

Your current computer configuration is usually sufficient to use WAWF. On rare occasions your computer's browser setting may need to be changed.

Please try using WAWF first and then if you experience problems check your set-up by Selecting the "Setting Up Your Machine" link on the WAWF home page <https://wawf.eb.mil> or call the Ogden Help desk for assistance, they can be reached at: 1-866-618-5988 option.

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### 9<sup>th</sup> Step

GAM needs to Self Register in WAWF (after your CAGE Code is added to WAWF). Refer to "How to Self Register in WAWF" section for a detailed procedure.

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### 10<sup>th</sup> Step

**Change your WAWF Temporary Password.** Refer to the "How to Change Your WAWF Temporary Password" section for a detailed procedure.

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### 11<sup>th</sup> Step

#### Have all users self-register on the WAWF web site

Once the EB POC (GAM) has been activated, All company users will need to self-register. Now the EB POC (GAM) can activate or deactivate their own company personnel within WAWF. **Users can self-register using the same steps described for the GAM. (The only exception is they would not select the GAM role unless they are registering as an alternate).**

- Every user of WAWF must self-register on the WAWF web site by completing the online registration form.
  - Note: User accounts will not be activated until the GAM activates the accounts. The GAM will receive an email for all registrations.
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### 12<sup>th</sup> Step

#### Follow-up (if necessary)


If a user's account has not been activated within 2 business days of self-registering, notify you GAM or WAWF Customer Service.

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# Verifying the EB POC in CCR

**Introduction** In order to register in WAWF you must have an Electronic Business Point of Contact.

**Procedure** Follow the steps below to verify who is listed as your EB POC in CCR.

Step	Action
1	Go to the CCR web site <a href="http://www.ccr.gov">http://www.ccr.gov</a>  Result: Home page screen opens.
2	Click <b>Search CCR</b> .  Result: CCR Search screen is displayed.
3	Enter your “ <b>Cage Code</b> ” into the Cage Code Field or enter your <b>company name</b> in the Company Name field: and click <b>Search</b> .   <p>The screenshot shows the CCR Search interface. At the top, there is a navigation bar with 'CCR Home', 'Search', and 'Register in CCR'. Below this, there are two main search sections: 'Simple Search' and 'Advanced Search'. The 'Simple Search' section includes fields for 'DEPS Number', 'CAGE Code', and 'PLUS 4', along with a 'Search' button. The 'Advanced Search' section includes fields for 'Company Name', 'NAICS Code', 'City', 'State', 'Foreign Country', and 'Zip/Postal Code'. It also features a 'Socio-Economic Factors' section with several checkboxes for business types like 'SBA Certified 8(a) Program Participant', 'SBA Certified HUB Zone Firm', etc. At the bottom, there is a 'Listing of Search Results' section with radio buttons to select 'List only active vendors' or 'List all vendors (active and previously active)'. A 'Search' button is located at the bottom of the advanced search section. Footer text includes 'CCR version 4.07.2', a disclaimer about the search function, and contact information for CCR Customer Service.</p>

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# Verifying the EB POC in CCR, Continued

## Procedure (continued)

Step	Action		
4	<p data-bbox="394 365 1192 401">Scroll to the bottom of the page and review the inquiry results.</p> <div data-bbox="394 432 1385 726" style="border: 1px solid black; padding: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <p style="text-align: center;"><b>Electronic Business Primary POC</b></p> <p>Name: ██████████</p> <p>Address Line 1: P.O. BOX 748</p> <p>Address Line 2: MZ 8514</p> <p>City: FORT WORTH</p> <p>State: TX</p> <p>Zip/Postal Code: 76101</p> <p>Country: USA</p> <p>U.S. Phone: ██████████</p> <p>Non-U.S. Phone: ██████████</p> <p>Fax: ██████████</p> </td> <td style="width: 50%; vertical-align: top;"> <p style="text-align: center;"><b>Electronic Business Alternate POC</b></p> <p>Name: ██████████</p> <p>Address Line 1: 179 EAST PINE ST.</p> <p>Address Line 2:</p> <p>City: PONCHATOULA</p> <p>State: LA</p> <p>Zip/Postal Code: 70454</p> <p>Country: USA</p> <p>U.S. Phone: ██████████</p> <p>Non-U.S. Phone: ██████████</p> <p>Fax: ██████████</p> </td> </tr> </table> </div> <ul style="list-style-type: none"> <li data-bbox="444 772 1419 842">• <b>IF</b> someone is listed as the EB POC <b>THEN</b> your EB POC is established. Procedure is complete.</li> </ul> <p data-bbox="394 884 1382 978"><b>IF</b> there is no EB POC listed at the bottom of your profile <b>THEN</b> refer to the “Establishing or updating the EB POC in the CCR” section for a detailed procedure.</p>	<p style="text-align: center;"><b>Electronic Business Primary POC</b></p> <p>Name: ██████████</p> <p>Address Line 1: P.O. BOX 748</p> <p>Address Line 2: MZ 8514</p> <p>City: FORT WORTH</p> <p>State: TX</p> <p>Zip/Postal Code: 76101</p> <p>Country: USA</p> <p>U.S. Phone: ██████████</p> <p>Non-U.S. Phone: ██████████</p> <p>Fax: ██████████</p>	<p style="text-align: center;"><b>Electronic Business Alternate POC</b></p> <p>Name: ██████████</p> <p>Address Line 1: 179 EAST PINE ST.</p> <p>Address Line 2:</p> <p>City: PONCHATOULA</p> <p>State: LA</p> <p>Zip/Postal Code: 70454</p> <p>Country: USA</p> <p>U.S. Phone: ██████████</p> <p>Non-U.S. Phone: ██████████</p> <p>Fax: ██████████</p>
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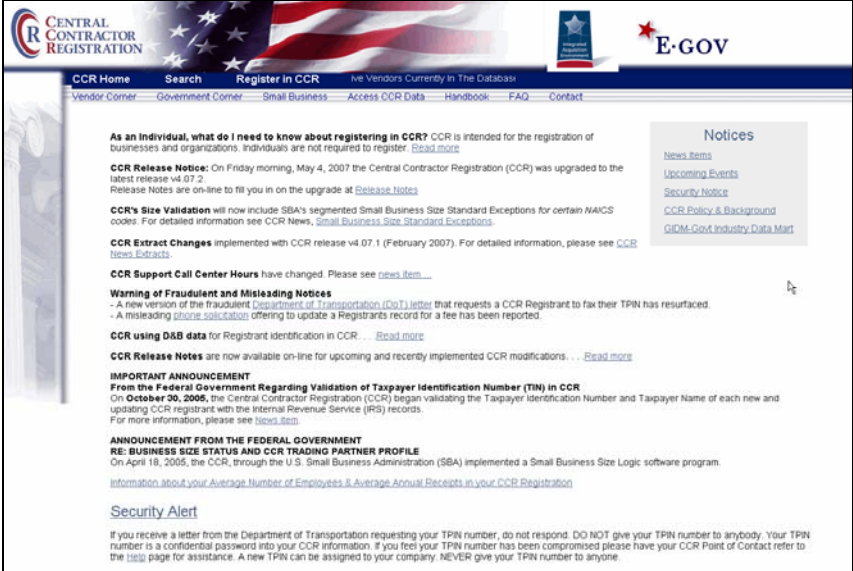
# Establishing or updating the EB POC in CCR

## Introduction

In order to register in WAWF you must have an Electronic Business Point of Contact.

## Procedure



Follow the steps below to establish/update your EB POC in CCR.

Step	Action
1	<p>Go to <a href="http://www.ccr.gov">http://www.ccr.gov</a></p>  <p><b>Result:</b> Home page screen opens.</p>
2	Click on <b>Register in CCR</b>
3	Click on <b>Update/Renew</b>

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# Establishing or updating the EB POC in CCR, Continued

## Procedure (continued)

Step	Action
4	<p>Click on <b>CCR Update TPIN</b></p>  <p>The screenshot shows the CCR website interface. On the left is a vertical navigation menu with buttons for Home, Notice, New, Update/Renew, Search, Contractor Status Search, CCR News, Registration Assistance, and Non-U.S. Registrants. The 'Update/Renew' button is highlighted. The main content area is titled 'CCR Central Contractor Registration Trading Partner Profile Update/Renew'. It contains text explaining that Trading Partner Profiles (TPPs) can be updated using a temporary Confirmation Number or Trading Partner Identification Number (TPIN). Below this text are two buttons: 'CCR UPDATE CONFIRMATION #' and 'CCR UPDATE TPIN'. The 'CCR UPDATE TPIN' button is highlighted. At the bottom, there are links for 'Return to Previous Page', 'Return to DPN.gov Home Page', and 'CCR Update v4.07.2', along with a 'Note to all Users' and 'For Official Use Only' disclaimer.</p>
5	<p>Enter your <b>DUNS</b> number and <b>TPIN</b></p>  <p>The screenshot shows the 'CCR Update/Renew - TPIN Login' form. The title is 'CCR Update/Renew - TPIN Login'. Below the title is the instruction: 'To update/renew your registration in CCR, please input your DUNS number and TPIN, then click submit.' There are two links: 'Don't know your TPIN? Click here for a TPIN Letter request.' and 'Any other concerns or questions Click here to contact CCR Customer Service'. Below this is a large block of text regarding the Federal Government computer system monitoring policy. At the bottom of the form are two input fields: 'DUNS #' and 'TPIN', followed by 'Submit' and 'Reset' buttons. A small note at the very bottom says '(DUNS # fields are now only be filled by the Primary CCR registrant)'. The 'Update/Renew' button from the previous step is still highlighted in the navigation menu.</p>
6	Click <b>Submit</b>
7	Make any necessary changes to your company information.
8	Click <b>validate/save</b> when finished entering all your information.

# Registering in WAWF User ID & Password - Vendor

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## **Introduction**

In order to use the WAWF application you will need to self-register. There are several roles you may register for etc. GAM, Vendor and Vendor View Only.

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## **Password guidelines**

Password formatting guidelines require that every password must:

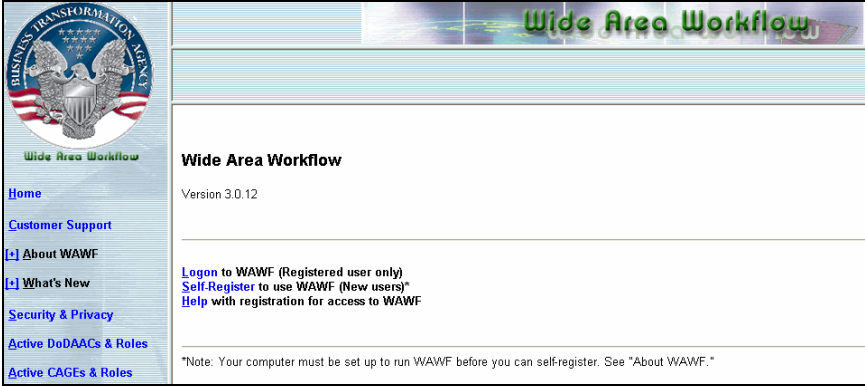
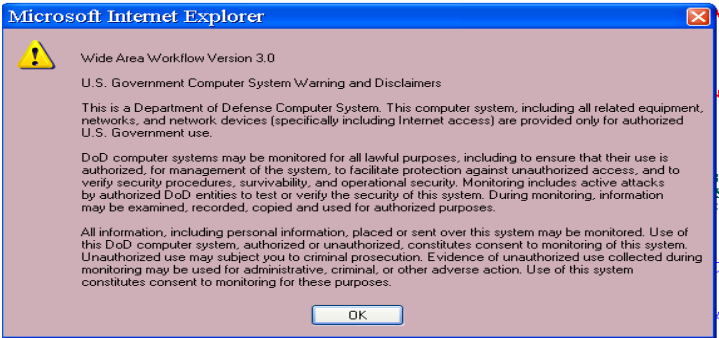
- Be at least eight alphanumeric characters in length
- Contain at least one upper case letter
- Contain at least one lower case letter
- Contain at least one number
- Contain at least one special character
- Not contain consecutive characters (abc or cba)
- Not contain repeating characters (aa, bb, etc.)
- Not contain the same character more than twice
- Not be repeated within the last 10 used
- Not be changed more than once in a 24-hour period

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# Registering in WAWF User ID & Password - Vendor, Continued

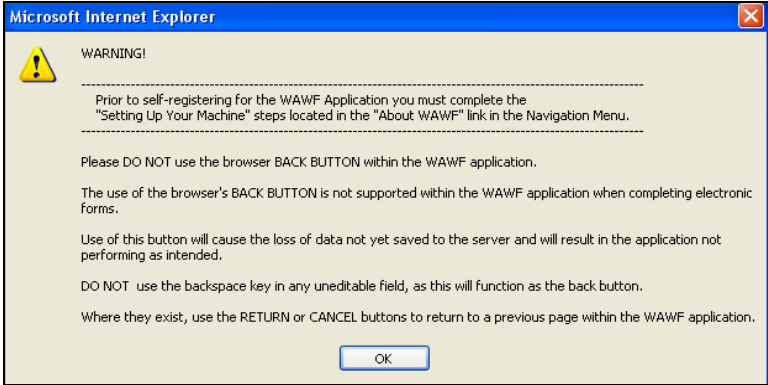

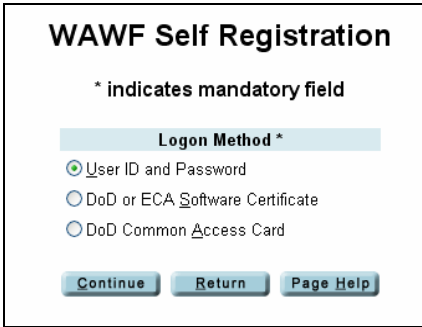
**Procedure** Follow the steps below to self-register in WAWF.

Step	Action
1	<p>Go to <a href="https://wawf.eb.mil">https://wawf.eb.mil</a></p> <p>Result: Home page screen opens.</p>
2	<p>Click Self-Register.</p>  <p>Result: U.S. Government Computer System Warning and Disclaimers screen is displayed</p>
3	<p>Click <b>OK</b>.</p>  <p>Result: Warning is displayed alerting you to NOT use the browser BACK BUTTON within the WAWF applications.</p>

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# Registering in WAWF User ID & Password - Vendor, Continued

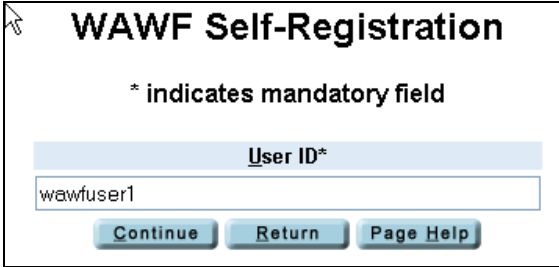

## Procedure (continued)

Step	Action
4	<p>Read the DO NOT USE BACK BUTTON message then click <b>OK</b>.</p>  <p>Result WAWF Self-Registration screen opens.</p>
5	<p>Enter in all required fields. Everything that has an asterisk (*) is a required field.</p> 
6	Click <b>Continue</b> .
7	<p>Click the radio button labeled <b>User ID and Password</b>.</p> 

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# Registering in WAWF User ID & Password - Vendor, Continued











Procedure (continued)

Step	Action
8	Click <b>Continue</b> .
9	Enter in a “User ID”. Please create your own. (It must be a minimum of 8 characters long).  
10	Click <b>Continue</b> .
11	In the “Role” drop down menu, choose one of the following roles, “Group Administrator”, “Vendor” or “Vendor View Only”.  
12	Click <b>Continue</b> .
13	Enter your <b>CAGE Code</b> then Click <b>Continue</b> .  <i>Note: Do not enter anything in the “Extension” field unless you want to create a CAGE code subgroup.</i>  Result: The Comment Box is displayed.

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# Registering in WAWF User ID & Password - Vendor, Continued

Procedure (continued)

Step	Action																																
14	<p>Comments or attachments are optional, but if desired, this is the screen to add them. Click <b>Continue</b> to proceed.</p> <div data-bbox="511 472 1258 871" style="border: 1px solid gray; padding: 10px; margin: 10px auto; width: 80%;"> <p style="text-align: center;"><b>WAWF Self-Registration</b></p> <p style="text-align: center;">* indicates mandatory field</p> <p style="text-align: center;"><b>Comments</b></p> <p>Add a new comment:</p> <div style="border: 1px solid gray; height: 40px; width: 100%;"></div> <p style="text-align: center;"><b>Attachments</b></p> <p>Attachments: <input type="text"/> <input type="button" value="Browse..."/> <a href="#">Add Attachment</a></p> <p style="text-align: center;"> <input type="button" value="Continue"/> <input type="button" value="Return"/> <input type="button" value="Page Help"/> </p> </div>																																
15	<p>Review the Profile information you have entered. If you need to register for another role or additional cage code click on the Add icon  under “Role Information” and repeats steps 8-12.</p> <div data-bbox="511 1071 1380 1554" style="border: 1px solid gray; padding: 10px; margin: 10px auto; width: 90%;"> <p style="text-align: center;"><b>WAWF Self-Registration</b></p> <p style="text-align: center;">* indicates mandatory field</p> <p style="text-align: center;"><b>Profile Information</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>First Name</th> <th>Last Name</th> <th>Commercial Phone</th> <th>DSN Phone</th> <th>E-mail</th> <th>Rank</th> <th>Title</th> <th>Organization</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Vinny</td> <td>Vendor</td> <td>123-456-7891</td> <td></td> <td>vinnyvendor@inc.com</td> <td></td> <td>Account Manager</td> <td>Vendor Inc.</td> <td></td> </tr> </tbody> </table> <p style="text-align: center;"><b>User ID</b></p> <p>wawfuser1 <span style="float: right;"></span></p> <p style="text-align: center;"><b>Role Information</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Role</th> <th>Group</th> <th>Code</th> <th>Extension</th> <th>Comments</th> <th>Attachments</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Vendor</td> <td>DCMATESTCOLS</td> <td>81755</td> <td></td> <td>N</td> <td>N</td> <td></td> </tr> </tbody> </table> <p><input type="checkbox"/> <b>STATEMENT OF ACCOUNTABILITY*</b>            I understand my obligation to protect my password/certificate. I assume the responsibility for the data and system I am granted access to. I will not exceed my authorized access.</p> <p style="text-align: center;"> <input type="button" value="Register Now"/> <input type="button" value="Cancel"/> <input type="button" value="Page Help"/> </p> </div> <p><b>Note 1:</b> The edit icon  allows you can edit your profile information</p> <p><b>Note 2:</b> The delete icon  allows you to delete your previously entered information.</p>	First Name	Last Name	Commercial Phone	DSN Phone	E-mail	Rank	Title	Organization	Action	Vinny	Vendor	123-456-7891		vinnyvendor@inc.com		Account Manager	Vendor Inc.		Role	Group	Code	Extension	Comments	Attachments	Action	Vendor	DCMATESTCOLS	81755		N	N	
First Name	Last Name	Commercial Phone	DSN Phone	E-mail	Rank	Title	Organization	Action																									
Vinny	Vendor	123-456-7891		vinnyvendor@inc.com		Account Manager	Vendor Inc.																										
Role	Group	Code	Extension	Comments	Attachments	Action																											
Vendor	DCMATESTCOLS	81755		N	N																												

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# Registering in WAWF User ID & Password - Vendor, Continued

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## Procedure (continued)

Step	Action
16	<p data-bbox="508 363 1187 394"><b>Check Mark</b> the “Statement of Accountability” box.</p> <div data-bbox="508 470 1385 594" style="border: 1px solid black; padding: 5px;"><p data-bbox="529 491 824 512"><input checked="" type="checkbox"/> <b>STATEMENT OF ACCOUNTABILITY*</b></p><p data-bbox="529 514 1365 554">I understand my obligation to protect my password/certificate. I assume the responsibility for the data and system I am granted access to. I will not exceed my authorized access.</p><p data-bbox="824 558 1170 579" style="text-align: center;"><input type="button" value="Register Now"/> <input type="button" value="Cancel"/> <input type="button" value="Page Help"/></p></div>
17	<p data-bbox="508 636 1349 667">Click <b>Register Now</b> (you must submit the form for it to be valid).</p> <p data-bbox="508 709 1430 779">Result: After registration is completed Ogden will automatically email a self-registration notice to the registrant and the GAM.</p> <p data-bbox="508 821 1425 957"><b><i>Important: Upon your activation of your account, by your GAM, an email will be sent to you. The email will contain a one-time temporary password for your initial logon. You will need to change your temporary password.</i></b></p>

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# How to Change Your WAWF Temporary Password

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## Introduction

After you self-register, an email will be sent to your GAM. After your GAM activates your account you will receive an email that contains a one-time temporary password. Use this password for your initial logon. You will need to change this temporary password to your permanent password.

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## Password guidelines

Password formatting guidelines require that every password must:

- Be at least eight alphanumeric characters in length
  - Contain at least one upper case letter
  - Contain at least one lower case letter
  - Contain at least one number
  - Contain at least one special character
  - Not contain consecutive characters (abc or cba)
  - Not contain repeating characters (aa, bb, etc.)
  - Not contain the same character more than twice
  - Not be repeated within the last 10 used
  - Not be changed more than once in a 24-hour period
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## Procedure

Follow the steps below to change your temporary password.

Step	Action
1	Go to <a href="https://wawf.eb.mil">https://wawf.eb.mil</a> Result: WAWF Home page screen opens.
2	Click <b>Logon</b>
3	Enter your "User ID" and temporary password from the email and click <b>Submit</b> .
4	You will be prompted to change your temporary password.
5	Enter your new password and retype to confirm it.
6	Click <b>Submit</b> .

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