



Definitions:

Acceptance: Requiring Activity inspects goods or services and approves them as meeting contract terms

Contract: a formal document of agreement between two parties to provide goods or services in return for payment

Invoice: Itemized list of goods shipped, usually specifying the price and terms of sale

Receipt: Requiring Activity takes possession of items from a vendor

Receiving Report: Document generated by a vendor when he ships assets or provides services to the Requiring Activity

Requiring Activity: Government entity that requested goods or services

UID Registry: Ultimate repository where all UID data is captured. Populated as new items are required or as legacy items are assigned UIDs. Maintained by the Defense Logistics Information Service (DLIS).

Unique Identification (UID): Asset identification system instituted by the DoD to uniquely identify a discrete tangible item or asset and distinguish it from other like and/or unlike tangible items

Vendor: Selling agent, either at retail or wholesale level, who provides goods or services

Wide Area Workflow (WAWF): Paperless Contracting Department of Defense (DoD) – wide application designed to eliminate paper from the receipts and acceptance process of the DoD contracting lifecycle



Wide Area Workflow (WAWF) Process:

The Department of Defense (DoD) initiated the Wide Area Workflow (WAWF) Receipts and Acceptance System to eliminate paper transactions from the contracting process. The purpose of WAWF is to enable Vendors and government officials to electronically access and process the documentation needed to generate payment for goods and services. The documentation includes:

- Contracts
- Invoices
- Receiving Reports

To understand how WAWF achieves this goal, let's take a brief look at the receipts and acceptance process.

NOTE: Details of the process will vary depending on the type of contract and government agency involved

Receipts & Acceptance Process: Vendor

A Vendor (also known as a contractor or supplier) delivers goods or services according to the terms of a contract.

When the goods or services are delivered, the vendor does two things:

1. Submits an Invoice
2. May create a Receiving Report

Receipts & Acceptance Process: Requiring Activity

The requiring activity (government entity that requested the goods or services) inspects the goods or services and accepts them.

This action may involve more than one person at multiple locations.

The requiring activity generates two documents:

- A Receiving Report (if not already submitted by the Vendor)
- A signed Receiving Report confirming inspection and acceptance.

NOTE: In some cases, the Defense Contract Management Agency (DCMA) performs the inspection and acceptance for the requiring activity.



Receipts & Acceptance Process: DFAS

The Defense Finance and Accounting Service (DFAS) performs two functions in WAWF:

- It compares the Invoice, Receiving Report and contract.
- It authorizes payment through an electronic payment system.

In the traditional receipts and acceptance process, all the documents are paper-based.

WAWF changes the traditional receipts and acceptance process by replacing paper documents with electronic ones that can be accessed by each party at any time through the World Wide Web (WWW).

It is also the only application that will be used to capture the Unique Identification (UID) of Tangible Items information.

As of March 03, 2008, DOD has issued a final rule amending the Defense Federal Acquisition Regulation supplement (DFARS) to require use of the Wide Area Workflow as the only acceptable electronic system for submitting requests for payment (invoices and receiving reports)

Wide Area Work Flow (WAWF) is a means of transmitting Unique Identification (UID) data elements into the UID Registry. The WAWF is a transaction system, supporting a distinct part of the procurement lifecycle from submission of electronic invoices through inspection and acceptance to electronic payment receipt. The UID Registry is the ultimate repository where all UID data will be captured. The UID Registry is populated as new items are acquired, or as legacy items are assigned UIDs. The UID Registry is maintained by the Defense Logistics Information Service (DLIS).