

GETTING STARTED FOR VENDORS

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2		Review the WAWF Vendor Guide and Quick Reference Card
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- 1. Contact DoN WAWF Assistance Line at 1-800-599-WAWF (9293).**
- 2. Review the WAWF Vendor Guide and Quick Reference Card**
- 3. Set up an Electronic Business Point of Contact (EB POC) in the Central Contractor Registration (CCR) Database**

The Electronic Business Point of Contact (EB POC) is necessary to activate your vendor profile in WAWF, so this step must be accomplished before you can register with WAWF. The EB POC data field in the Central Contractor Registration (CCR) database has changed from an optional data field to a mandatory data field. You may have two EB POC's listed in CCR for each CAGE Code. You can search the database on your vendor CAGE Code to see the information you have entered in CCR.

If there is no EB POC listed at the bottom of the profile, you must update your profile.

To Add an EB POC in CCR:

- Go to **www.ccr.gov** and click the Update or Renew Registrations Using TPIN option on the left hand side.
- Enter your DUNS number and TPIN code.
- Go to the left hand side of the web page and select Points of Contact. When that page comes up, scroll down to the Electronic Business Point of Contact fields (these should be the ones closest to the bottom). Input your information and click the validate/save button at the bottom.

Note: Please contact the CCR Assistance Center at 1-888-227-2423 or 616-961-4725 for help updating your CCR account.

- 4. Activate CAGE Code and Establish a Group**

The EB POC must call the Customer Support Center at 1-866-618-5988 to request CAGE Code activation. By activating the organization's CAGE Code you are representing a group.

Some vendors with multiple locations may have multiple CAGE Codes set up in a hierarchy structure. A Group may consist of a single CAGE Code or multiple CAGE Codes, but a CAGE Code cannot be a member of more than one group. To establish a group for multiple CAGE Codes, the EB POC must call the Customer Support Center at 1-866-618-5988 or send an email to cscassig@ogden.disa.mil including the name of your company and the CAGE Codes.

Sample Group Activation Email: Please answer the following questions and cut and paste the text into an email to cscassig@ogden.disa.mil with the subject line "WAWF CAGE Code Activation":

OGDEN SUPPORT: Please activate the following CAGE CODE(s) in WAWF

1. Cage Code(s):
2. EB POC's Name:
3. EB POC's Email:
4. EB POC's Phone number:

5. Establish an Organizational E-Mail Address

WAWF-RA routes information according to the CAGE Codes. The electronic documents themselves do not get routed, but status notifications about the documents are sent in e-mails. For example, e-mail confirmations are sent when a vendor SUBMITS a document. E-mail notifications are sent when the government ACCEPTS or REJECTS the document. In order to receive status information about the WAWF documents, vendors need to establish an organizational email address and determine who will have access to the organizational email. The e-mail address may be a "distribution group" address set up by the vendor's e-mail administrator, which may be distributed to multiple users on the vendor's side, for example, "wawf@companyname.com". Please ensure that the organizational e-mail address is operational and can receive e-mails prior to registering it with the WAWF Customer Support Center. The GAM or EB POC should provide the organizational email address to the Customer Support Center.

Note: If you do not set up an organizational e-mail address, the personal email address of the first person that self-registers from your CAGE/DUNS code will be used as the organizational e-mail address. If you are the only person in your organization submitting invoices through WAWF, you can use your personal email address.

6. Designate a Group Administrator Manager (GAM)

All vendor WAWF users will be able to select roles of “Vendor” or “Vendor View-Only”. Vendors must appoint one or more Group Administrators (GAMs) to manage and activate users in the vendor’s organization. The GAM may be the same person designated as the EB POC. To appoint a GAM, each vendor must submit an official appointment letter signed by the EB POC. The signed appointment letter should be faxed to the Ogden Customer Support Center at: 801-605-7453.

Note: If the GAM is the same person as the EB POC, the GAM letter is not required. When registering for WAWF, a GAM must select the Vendor role and the Group Administrator role. The Group Administrator’s manual is available to all WAWF registered users. The GAM manual can be found in the Software Users Manual link within the WAWF application.

7. Determine if Batch Feeds for Data Input are Necessary

Vendors should submit documents via the File Transfer Protocol (FTP) or Electronic Data Interchange (EDI) process if they have a large number of transactions and/or many line items per transaction. The WAWF-RA FTP and EDI Guides are available after the vendor’s account has been activated. If further assistance is needed, please contact the WAWF-RA Customer Service Center. A Joint Interoperability Test Center (JITC) technician can be assigned to assist you in testing your file layout(s). If your company will be submitting documents via the FTP or EDI process all users submitting files must complete a DISA Form 41 and fax it to the WAWF Customer Support Center.

8. Self-Register GAM (after CAGE Code activation).

Directions for the self-registration process are also located on the WAWF production home page under the “Help” link in the center of the WAWF home page.

On-line Self-Registration Procedures:

- Using your web browser, open the WAWF production web site <https://wawf.eb.mil/> and click on the ‘Self Register’ link.
- Once on the registration page, fill in the mandatory fields: “First Name,” “Last Name,” “Commercial Phone,” “Email address,” “Job Description,” and “Title.”
- Select the radio button labeled User ID and Password.
- Type in a User ID. Please create your own. (It must be a minimum of 8 characters long).
- In the “Role” drop down menu, choose “Vendor”.
- In the Cage Code field, type your Cage Code. Do not put anything in the “extension” field.

- When the security message appears, click “Yes”.
- Review the information you have entered. You may click on the icon to edit the information.

Additional Steps for GAM:

- In the “Role Information” section, under the “Action” column, click the icon to add a role (looks like file cards). In the drop down box choose “Group Administrator” and click Continue.
- Enter your group name if known. If unknown, click the “Lookup Group” hyperlink. A location box will appear. Enter your CAGE Code and click the “Lookup Group” button.
- Click the OK button when the security box appears.
- If everything on the screen is correct, click on the check box for “Statement of Accountability” and click the “Register Now” button (you must submit the form for it to be valid).

Note: If the GAM receives an error when entering the CAGE Code, please have the EB POC call the Customer Support Center at 1-866-618-5988. A profile for your CAGE code has not been set up yet.

9. Change Password

The GAM will receive an email from WAWF–DISA Ogden Customer Support within 48 hours following self-registration with a temporary password. Once the GAM for your CAGE code is able to log on, he or she can enter invoices and activate any other WAWF users.

Note: If you do not receive an email confirming your registration, please call the WAWF Helpdesk at 1-866-618-5988.

To Change your Password:

- Please log into WAWF at <https://wawf.eb.mil>.
- Click the Logon link.
- Enter your User ID and temporary password from the email and hit the “Submit” button.
- You will be prompted to change your temporary password.
- Enter your new password and retype to confirm it. **The new password must be a minimum of 8 characters long and contain at least one capital letter, one lowercase letter, one number, and one special character (i.e.: !, @, #, \$, etc).**
- Click the “Submit” button. You will see a message that your profile has been successfully updated.
- After the initial password change, you may change your password at any time by selecting the “My Profile Maintenance” link on the left hand side of the screen, and clicking the icon under the “Actions” column in the “Logon Information” section.

10. Self-Register other Users

Once the GAM has been activated, other users will need to configure their PCs for WAWF and fill out the online self-registration on the WAWF home page (same steps as above for the GAM). They should not register before their CAGE Code group and GAM have been set up and activated in WAWF. The GAM has activation/deactivation privileges in WAWF for other users at their site. Instructions for activation/deactivation of other users are in the Vendor Guide. The users should receive a temporary password via email within minutes after activation.

Users can self-register anytime after your Group has been established in WAWF-RA with your CAGE Code if system requirements have been met. However, registration will not be activated until the EB POC or GAM sends an email activation request to the WAWF Customer Support Center to activate each user. If a user's account has not been activated within 2 business days of self-registering, notify your GAM. If you have not appointed a GAM, please call the WAWF Customer Support Center at 1-866-618-5988.

Note: Vendor users may register to access WAWF-RA with either a User ID/Password combination or an external certificate. We recommend vendors register with a User ID/Password to get started in WAWF. Vendors who are interested in purchasing a PKI certificate should visit the "registration help" link on the home page.

11. Practice Entering Invoices in WAWF Training Site

Follow the detailed instructions in the Vendor Guide or Vendor Quick Reference Guide to create an invoice. We recommend that you practice entering an invoice in the WAWF training site (<https://wawftraining.eb.mil/>) before using the production site.

Note: There is a demo login and password listed on the web page for the test site, along with demo CAGE Codes and DoDAAC numbers. When entering data in WAWF, be certain to TAB between fields. If documentation needs to be attached to the invoice in WAWF (i.e.: proof of delivery documents, contractor timesheets, or line item detail not included in the WAWF line items) please prepare or scan the attachment prior to initiating the WAWF invoice.

The DoDAAC numbers for your real invoices in the production database will be based on your contract. You will need to obtain the following DoDAACs from your contract and/or your Government Contracting Officer:

- Issuing Office DoDAAC
- Admin Office DoDAAC
- Inspector DoDAAC (*may not be required for your contract*)
- Acceptor/Ship To DoDAAC

- LPO DoDAAC (*Certifying Office*)
- Pay Office DoDAAC