



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MEDICAL RESEARCH AND DEVELOPMENT COMMAND
810 SCHREIDER STREET
FORT DETRICK, MARYLAND 21702-5000

FCMR-AAP-A

06 November 2019

MEMORANDUM FOR USAMRDC Employees

SUBJECT: Procurement Advisory Notice (PAN) 20-1* - Wide Area Workflow and General Fund Enterprise Business System Supplier Self-Service

1. Introduction.

a. The Procurement Integrated Enterprise Environment (PIEE) is the primary enterprise procure-to-pay (P2P) application for the Department of Defense (DoD) and its supporting agencies. PIEE comprises of several modules including Wide Area Workflow (WAWF), which is designed to automate commercial invoices and government receiving reports into a web-based and paperless environment. WAWF electronically captures and coordinates the three basic components of the payment process: contract, invoice, and receiving report. Vendors that have been awarded Assistant Agreements, Procurement Contracts, or Other Transaction Agreements utilize WAWF to input invoices and receiving reports and are routed to the cognizant approving officials based upon the Government's active Department of Defense Activity Address Codes (DoDAAC) cited on the procurement instrument. When WAWF electronic documents are processed into the accounts entitlement system, all payment transactions are initiated via electronic funds transfer to the contractor's financial institution. Benefits of the WAWF application include global accessibility, the elimination of lost or misplaced documents, secure and auditable transactions, enabling the DoD to take maximum benefit of discounts, allowing timely and accurate payments, online access to contract payment records, and decreases in interest penalties.

b. Alternatively, General Fund Enterprise Business System Supplier Self-Service (GFEBSSUS) has been authorized as a class deviation to WAWF for vendor payment. GFEBSSUS is expected to expedite the payment process and minimize late payment penalties by reducing vendor errors and providing quicker payments to the vendor. As an added benefit, invoice posting errors are eliminated since the invoices are being processed directly in the financial system. The use of GFEBSSUS must be coordinated with the Contracting Officer (KO), Resource Manager, and Contracting Officer's Representative (COR) as not all procurement instruments meet the conditions for use. Specifically excluded are awards:

- (1) Administered by Defense Contract Management Agency;

*This PAN supersedes USAMRMC PAN 11-2- Wide Area Workflow days 30 May 2014

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- (2) Construction;
- (3) Providing Government Furnished Property/Government Furnished Equipment as a Contract Line Item (Contractor Acquired Property);
- (4) Contain radio frequency identification and item unique identification requirements;
- (5) Progress Payments;
- (6) Contract financing;
- (7) Grants and Assistance Agreements;
- (8) Other contracts with specific requirements to remain in WAWF;
- (9) MOCAS pay office, electronic data interchange submitted invoices, Non-Army Funding

2. Background.

a. WAWF. Section 1008 of the National Defense Authorization Act of 2001 (Public law 106 398) necessitated that by no later than 1 October 2002 contractors had to submit electronically, and DoD had to process electronically, requests for payments under DoD contracts with noted exceptions. Subsequently, incremental steps were taken to implement this law. In February 2003, the Defense Finance and Accounting Service (DFAS), the DoD payment offices, were updated to include processes for electronic invoicing. In April 2006, the Office of the Assistant Secretary of the Army Acquisition, Logistics, and Technology declared all Army contracting activities were required to incorporate the WAWF Payment Instructions (Department of Defense Federal Acquisition Regulations Supplement ((DFARS) clause 252.232-7006) in all procurement actions containing DFARS Clause 252.232-7003. In March 2008, the DFARS guidance was amended to more finitely explain the process for the electronic submission of payment requests and receiving reports.

b. GFEBS SUS. Defense Acquisition Regulations System Tracking Number 2018-A0001 Class Deviation- Wide Area WorkFlow Invoicing, Receipt, Acceptance, and Property Transfer: General Fund Enterprise Business System Supplier Self-Service Pilot dated 02 Jan 2018, authorizes the use of GFEBS SUS in lieu of WAWF. Accordingly, U.S. Army KOs shall incorporate DFARS 252.232-7003 (DEVIATION 2018-A0001)(DEC 2017), DFARS 252.232-7006 (DEVIATION 2018-A0001)(DEC 2017), and DFARS 252.232-7998 (DEVIATION 2018-A0001)(DEC 2017) into applicable solicitations and contract awards.

3. Access Procedures.

a. WAWF.

(1) Government personnel authorized to use WAWF must first register for PIEE access at <https://wawf.eb.mil/piee-landing/> and then request WAWF roles. Your request

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for access is routed to your supervisor for action and then to the designated Government Administrator (GAM) for approval. You can find the GAM responsible for your organization by scrolling to the bottom of the home page and clicking on the "Lookup Tables" link under Support. Follow the "Who's my organization's GAM/CAM?" link and enter the organization's six-digit Department of Defense Activity Address Code (DoDAAC) in the Location Code field. You can also access the link here: <https://wawf.eb.mil/xhtml/unauth/help/helpWhosMyGAM.xhtml>

(2) All Government personnel requiring access to WAWF shall complete and submit a Department of Defense Form 2875, System Authorization Access Request when requesting the following roles: Acceptance/Approval of Receiving Reports, Acceptance/Approval of Invoice, Inspection of Services/Supplies, Miscellaneous Pay Initiator/Processing, Payment Official, Cost Voucher Approval/Reviewer, and Grant Approver. The approved form must be attached and submitted through PIEE when requesting the WAWF role.

b. GFEBS SUS. Government personnel must obtain access to GFEBS and request roles from their local GFEBS Governance, Risk, and Compliance (GRC) point of contact. The GRC is typically the Resource Manager.

4. Training Requirements.

a. WAWF. Training for WAWF and all other PIEE modules is available through PIEE by accessing the Capabilities or Help menu, scroll to Resources, and then Documentation. You can also access the training link here: <https://wawftraining.eb.mil/wbt/>

b. GFEBS SUS.

(1) COR/Receipt Acceptors are required to take "GFEBS Spending Chain, Goods Receipt Processing" which is available on the Army Learning Management System website. Coordinate the training requirements with your local GFEBS GRC as additional training may be required based upon the roles requested.

(2) Contractors utilizing GFEBS SUS will continue to access WAWF for invoice submission and will be re-routed to GFEBS SUS seamlessly with no requirements for additional training.

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5. Customer Support.

a. WAWF.

(1) For questions on how to use the applications in PIEE refer to the Web Based Training for the specific application by clicking the Help Training button on the PIEE Homepage.

(2) For questions or concerns with the information on your contract or the current status of an existing payment request, please contact your KO.

(3) For technical support contact the Army PIEE helpdesk at dfas.dscj.jac.mbx.army-wawf-helpdesk@mail.mil or the Ogden help desk via email at disa.global.servicedesk.mbx.eb-ticket-requests@mail.mil, or by telephone at 866-618-5988, 801-605-7095.

b. GFEBS SUS. Contractor and Government personnel can receive GFEBS support from the USAMRAA Point of Contact for GFEBS SUS, R. Anthony Hall by email at richard.a.hall10.civ@mail.mil.

6. PROPONENT. The proponent of this PAN is the USAMRAA Senior Contracting Official.

//ORIGINAL SIGNED//

Brian E. Martin

Senior Contracting Official