

# Vendor Registration Instructions

**Step 1:** Have your Electronic Business Point of Contact (EB POC) call the Ogden Help Desk to have the company's CAGE code added in WAWF. 866-618-5988 & choose Option 2, 3.  
If preferred, your EB POC can email [disa.ogden.esd.mbx.cscassig@mail.mil](mailto:disa.ogden.esd.mbx.cscassig@mail.mil).

**Note:** Don't know your EB POC? Go to [www.sam.gov](http://www.sam.gov), Click on 'SEARCH RECORDS' then enter your CAGE code.

**Step 2:** Once your CAGE code has been activated, go to <https://wawf.eb.mil/> and click "Accept" at the bottom of the page.

**2a:** Click [Register](#) link.

- Read Privacy Act Statement then click [Agree](#).
- What type of user are you?\* - Vendor.
- What applications will you be using?\* - iRAPT, myInvoice, IUID Registry (if applicable)
- User Profile – Complete all fields marked with an asterisk (\*).
- Supervisor Information – Complete all fields marked with an asterisk (\*).
- Company Information – Complete all fields marked with an asterisk (\*).

**2b:** [iRAPT](#) Roles

Vendor User Roles

- Role\* - Vendor
- Location Code\* - CAGE Code

Admin User Roles \*\*\*

- Role\* - Group Administrator
- Group Name\* - CAGE Code or click Lookup

**Note:** There must be **at least** one designated Group Administrator (GAM) for each CAGE code.

[IUID Registry](#) Role (If applicable)

- Role\* - Contractor
- Location Code\* - CAGE Code

**2c:** Authentication

- How will you be accessing the Wide Area Workflow eBusiness Suite applications? \* - User ID/Password
- Complete all fields marked with an asterisk (\*).

**2d:** Security Questions

**2e:** Statement of Accountability – Sign by entering Password

**Note:** GAM is your company's "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 Wide Area Workflow

**\*\*\*STEP 3 (If applicable):** If you appoint a GAM that is NOT your EB POC they are required to submit their GAM appointment letter signed by their EB POC.

- From the WAWF eBusiness Suite home page click on [Vendors Getting Started](#)
- [Help - iRAPT \(Formerly WAWF\) Vendor User Roles](#)
- [Wide Area Workflow eBusiness Suite - Getting Started Help](#)
- [Step 5. Designate a Group Administrator \(GAM\).](#) (This is a mandatory step.)
- [GAM appointment letter](#)
- Send signed GAM letter to Ogden Customer Support Center [Customer Support email](#) or they may fax it to the customer Service Center. The fax number is 1-801-605-7453

**STEP 4:** GAM will be notified to confirm activation for new registered users under their CAGE code. You will receive an email when your user ID is activated. Contact the same help desk on Step 1 to approve the activation of your account if no email is received within a week.

All quick reference guides with step-by-step invoicing instructions can be found at the following DTRA iRAPT (WAWF) Vendor website:

<http://www.dtra.mil/Business/WAWF.aspx>

**iRAPT Assistance**

WAWFhelp@dtra.mil

**WAWF eBusiness Suite**

<https://wawf.eb.mil>