

Wide Area Work Flow Overview

Wide Area Workflow (WAWF) is a secure web-based system for electronic invoicing, receipt and acceptance. WAWF creates a virtual folder to combine the three documents required to pay a Vendor – the contract, invoice, and receiving report. The WAWF application enables electronic submission of invoices and government acceptance documents in order to support the Department of Defense's goal of moving to a paperless acquisition process.

After the goods or services are delivered or rendered, the vendor must create and submit an invoice in WAWF. DTRA requires the vendor to send an email notification to the Contracting Officer's Representative (COR) and/or Project Manager (PM) after the invoice submission. (Please see the FAQ for instructions) WAWF helps the vendor to be paid more on time by eliminating lost documents and providing real-time feedback in case of an error. Other benefits include anytime online access and full view of document statuses, and improved data accuracy.

To get started in WAWF see Vendor Registration Instructions.