

Vendor iRAPT (formerly Wide Area Workflow WAWF) FAQs (For Defense Threat Reduction Agency (DTRA)'s Vendors)

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1. What is iRAPT?

Invoicing, Receipt, Acceptance, and Property Transfer (formerly Wide Area Workflow WAWF) is a web based DoD-wide application designed to eliminate paper from the receipt and acceptance process of the DoD contracting lifecycle. The goal is to enable authorized Defense contractors and DoD personnel to electronically create and accept invoices and receiving reports to generate payment for goods and services. [TOP](#)

2. How do I get a iRAPT account?

First, add your company's CAGE code in WAWF by having your company's Electronic Business Point of Contact (EB POC) call the Customer Support Center (Ogden Help Desk) at 866-618-5988 (option 2, 3), or send an email to disa.ogden.esd.mbx.cscassig@mail.mil. Please include "iRAPT" in the subject line and the name of your company and the CAGE code(s) in the body of the email.

Next, individual users can register in iRAPT (<https://wawf.eb.mil>) by clicking on "Register" link.

Upon initial registration or login after 1/20/2014, complete the System User Agreement (one-time, mandatory). Read agreement and input your DoD Component/Office.

Wide Area Workflow 5.5.0

View & Accept Information System User Agreement

STATEMENT OF ACCOUNTABILITY *
I understand my obligation to protect my password/certificate. I assume the responsibility for the data and system I am granted access to. I will not exceed my authorized access.

Standard Mandatory Notice & Consent Provision For All DoD Information System User Agreements 9 May 2008
Security and Privacy Rules of Behavior (ROB) / Acceptable Use Policy (AUP) 14 Jan 2010

STANDARD MANDATORY NOTICE AND CONSENT PROVISION FOR ALL DOD INFORMATION SYSTEM USER AGREEMENTS (STANDARD AGREEMENT TRAINING)
You are accessing a U.S. Government (USG) Information System (IS) (which includes any device attached to this information system) that is provided for U.S. Government authorized use only. You consent to the following conditions:
The U.S. Government routinely intercepts and monitors communications on this information system for purposes including, but not limited to, penetration testing, communications security (COMSEC) monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counter-intelligence (CI) investigations.
At any time, the U.S. Government may inspect and seize data stored on this information system.
Communications using, or data stored on, this information system are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any U.S. Government authorized purpose.

User's Acknowledgement of Standard Agreement, Security and Privacy Training
By signing this document, you acknowledge and consent that when you access Department of Defense (DoD) information systems:
I have read and consent to the terms in the Standard Mandatory Notice Consent Provision For All DoD Information System User Agreements (Standard Agreement Training).
I have read and consent to the terms in the System Security Rules of Behavior (ROB)/Acceptable Use Policy (AUP) Training.
I have read and consent to the terms in the Privacy Rules of Behavior (ROB)/Acceptable Use Policy (AUP) Training.
I also agree to follow the standard agreement and these rules as a condition of being granted system access.
I understand that I may be subject to civil, criminal or administrative action for failure to follow the DoD Standard User Agreement, and the System Security and Privacy Rules of Behavior (ROB) / Acceptable Use Policy (AUP) applicable to me.

* Asterisk indicates required entry.

Signature Date
20140102

DoD Component/Office *

I accept the System User Agreement and Rules of Behavior / Acceptable Use Policy *

Sign and Submit

Cancel Help

If you need immediate access, please call rather than emailing your request. [TOP](#)

3. How do I find my Electronic Business Point of Contact (EB POC)?

To find your company's EB POC, go to <https://www.sam.gov/portal/SAM/#1>. Search by your DUNS or CAGE code. The result screen will display your company's EB POC information. [TOP](#)

4. How do I login to iRAPT and reset my password?

To Login, go to the iRAPT site (<https://wawf.eb.mil>), read the system notices, and click "Accept." The login field is located to the left of the iRAPT site.

To reset your password, click on "Forgot your User ID? Forgot your Password?" below the password field.

If you have not set up your security questions, contact the Ogden help desk at 866-618-5988 (option 2, 3). [TOP](#)

5. What is a DoDAAC?

DoDAAC stands for Department of Defense Activity Address Code. It is a location code used to route documents to the correct government entity. DTRA is currently using "HDTRA1" for DTRA HQ and "HDTRA2" for DTRA Albuquerque. [TOP](#)

6. Which document do I select?

Unless your contract specifies an invoice type:

For all Cost-Type contracts (including T&M and LH contracts), select a Cost Voucher.

For Firm Fixed Price (FFP) Services contracts, select a "2n1 (Services Only)" document.

For Firm Fixed Price (FFP) contracts with supplies, select a “COMBO” document. [TOP](#)

7. How do I add an attachment to an iRAPT document?

1. Go to the “Attachments” tab.
2. Click on the Browse button.
3. Select your attachment and click on the Open button.
4. Click on the Upload button.

Hint: The file name must not contain spaces or special characters other than underscores (_). [TOP](#)

8. How do I send an email notification?

After clicking on the “Submit” button on your invoice, the next screen will state your document has been “submitted successfully.” At the bottom of that screen, there is a blue hyperlink entitled **Send Additional Email Notifications**.

Click on that link and add the email addresses of your Contracting Officer’s Representative (COR) and/or Project Manager (PM). The email should show up in the “Send To” box. Click Submit. [TOP](#)

9. Who do I contact if I am having difficulties in iRAPT?

For functional questions on DTRA contracts, contact the DTRA help desk at WAWFHelp@dtra.mil.

All technical issues related to WAWF eBusiness Suite should be directed to the Ogden Customer Support at 866-618-5988, option 2, 3 or disa.ogden.esd.mbx.cscassig@mail.mil (Please reference “WAWF/iRAPT” in subject line). [TOP](#)

10. What clauses should I look for to know if I have to use iRAPT?

252.232.9012: Wide Area Work Flow Receipt and Acceptance Instructions (DTRA local clause)

252.232-7003: Electronic Submission of Payment Requests [TOP](#)

11. What are the various roles in iRAPT?

The most common roles are Vendors, Acceptors, Cost Voucher Approvers (DCAA), and Pay officials (DFAS). [TOP](#)

12. Do I need to pay any fees to use iRAPT?

No, there are no fees to use iRAPT. [TOP](#)

13. What type of file can I attach to a iRAPT document?

Any files not exceeding 5 MB (per file) can be attached (e.g., Excel, Word, PDF). Make sure the file name does not contain spaces or special characters under than underscores. [TOP](#)

14. What should I do if a document gets rejected back to me?

If your document is rejected because of incorrect line item information (such as Line Item Number (CLIN), Quantity Shipped, Unit, Unit Price, or Description):

1. Login and select the Vendor menu > Rejected Invoices Folder (or Rejected Receiving Reports Folder).
2. Search for the rejected document.
3. Under the column titled “Resubmit?” select your invoice number.
4. Click on the “Line Item” tab and then click on “Edit” under “Actions.”
5. Correct the incorrect data and click the “Save CLIN/SLIN” button.
6. Edit other information if necessary and click on the “Submit” button.

If your document is rejected because you have entered incorrect DoDAAC(s):

1. Follow steps 1-2 from above.
2. Under the column titled “Change DODAAC,” select Yes.
3. Correct the incorrect DoDAAC(s) and click the “Next” button.
4. Edit other information if necessary and click on the “Submit” button.

If your document is rejected because of incorrect Contract Number, Invoice Number, or Invoice Date, you will have to void it (and submit a new one). To void:

1. Search for the rejected document.
2. Under the column titled “Void,” select the “V” link to void the invoice.
3. Scroll down to the bottom of the page and click “Void.” [TOP](#)

***Note:** If your receiving report is rejected back to you in a “Combo” document, select the “Rejected Receiving Reports Folder” link.*

15. When will my password expire?

iRAPT Passwords must be changed every thirty (30) days. [TOP](#)

16. How many login attempts do I have before I’m locked out?

Three (3) unsuccessful login attempts within a 60 minute period will disable your iRAPT account. Once disabled, you will need to contact the Ogden Help Desk to re-activate your account. [TOP](#)

***TIP:** After two (2) unsuccessful login attempts, reset your password, wait one hour, or contact the Ogden Help Desk to double check your user ID.*