



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MEDICAL RESEARCH AND DEVELOPMENT COMMAND
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FCMR-ABB-CE

30 June 2022

MEMORANDUM FOR U.S. Army Medical Research and Development Command
Employees

SUBJECT: Procurement Advisory Notice (PAN) 22-01 Wide Area Workflow

1. **PURPOSE.** The purpose of this Procurement Advisory Notice (PAN) is to communicate general guidance for the use of Wide Aware Workflow (WAWF)

2. **REFERENCE.**

a. Defense Federal Acquisition Regulation Supplement (DFARS) 232.70 – Electronic Submission and Processing of Payment Requests and Receiving Reports

b. DARS Tracking Number 2018-A0001, Rescission. Rescission of Class Deviation –Wide Area WorkFlow Invoicing, Receipt, Acceptance, and Property Transfer: General Fund Enterprise Business System Supplier Self-Service Pilot of 25 March 2022.

3. **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 WAWF, which is designed to automate commercial invoices and government receiving reports into a web-based and paperless environment as required by DFARS 232.70. 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.

This PAN supersedes USAMRDC PAN 20-01 Wide Area Workflow and General Fund Enterprise Business System Supplier Self-Service dated 06 November 2019

b. Alternatively, General Fund Enterprise Business System Supplier Self-Service (GFEBSS SUS) was authorized as a class deviation to WAWF for vendor payment as of 02 January 2018. GFEBSS SUS was expected to expedite the payment process and minimize late payment penalties by reducing vendor errors and providing quicker payments to the vendor. The Class Deviation was revised and extended multiple times; however, ultimately it was rescinded on 25 March 2022 and GFEBSS SUS is no longer authorized for payment. Contracting officers (KOs) shall not use the solicitation provision 252.232-7889, Supplier Self-Service Pilot (DEVIATION 2018-A0001) (DEC2017), the clause 252.232-7003 (DEVIATION 2018-A0001) (DEC 2017) or the clause 252.232-7006 (DEVIATION 2018-A0001) (DEC 2017). Contracts with GFEBSS SUS as the payment office will be modified to change the payment office and clauses as coordinated by the Army GFEBSS SUS team.

4. ACCESS PROCEDURES.

a. Government personnel authorized to use WAWF must first register for PIEE access at <https://piee.eb.mil> and then request the WAWF roles. Individual request for access is routed to the individual's supervisor for action and then to the designated Government Administrator (GAM) for approval. Individuals can find the GAM responsible for their 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 DoDAAC in the Location Code field. The training can also be accessed using the below link:
<https://wawf.eb.mil/xhtml/unauth/help/helpWhosMyGAM.xhtml>

b. 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. For the Miscellaneous Pay Initiator/Processing role, a completed DD577 must also be attached and submitted through PIEE.

5. TRAINING RESOURCES.

a. 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. Additional training can also be found on the DoD Procurement Toolbox under eBusiness, Systems and Tools, PIEE. Training can also be directly accessed through the following link: <https://dodprocurementtoolbox.com/site-pages/procurement-integrated-enterprise-environment-piee>.

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6. CUSTOMER SUPPORT.

a. 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 and then Documentation.

b. For questions or concerns with the information on your contract or the current status of an existing payment request, please contact the KO assigned to your requirement.

c. 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.

6. PROPONENT. The proponent for this PAN is the U.S. Army Medical Research Acquisition Activity Contract Execution Oversight (CEO) Branch. Please submit any comments, concerns, and suggestions to the CEO Branch e-mail address at usarmy.detrick.medcom-usamraa.mbx.policy@mail.mil.

//ORIGINAL SIGNED//
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