



DEPARTMENT OF THE AIR FORCE

HEADQUARTERS AIR FORCE SPACE COMMAND

MEMORANDUM FOR: AFSPC CONS/CCs
SMC/PK

1 Nov 2003

FROM: HQ AFSPC/PK
150 Vandenberg St, STE 1105
Peterson AFB, CO 80914-4350

SUBJECT: Information Letter 2004-01, Vendor notification of Wide Area Workflow – Receiving and Acceptance

1. This letter is directive in nature for all AFSPC contracting offices that use the Standard Procurement System (SPS).
2. As a standardized way of notifying vendors of the upcoming requirement for electronic invoicing, the follow statement shall be built in SPS as a local instruction:

VENDORS NOTICE : In the near future all vendors will be required to submit electronic invoices through the Wide Area Workflow – Receiving and Acceptance web site. This requirement is currently under review for inclusion in the DFARS. You can self register at <https://rmb.ogden.disa.mil> and obtain computer based training at <https://affsmo.wpafb.af.mil/wawf/>. Contact (insert name/phone nr.) at your servicing contracting office for additional information

This instruction shall be included in all purchase orders, delivery orders, contracts, synopses, and solicitations.

3. For any questions, my POC is Mr. Rick Myers at DSN 692-5782 or e-mail at rick.myers@peterson.af.mil.


STEPHEN G. SMITH, COL, USAF
Chief, Contracting Division