1. **Self-register in WAWF** - Follow the attached step by step instructions to help you register in WAWF.

2. **Complete WAWF web based training (WBT)** - Go to the WAWF WBT at http://wawftraining.com and complete the ***WAWF-RA Overview*** and ***WAWF-RA Navigation and Interface*** modules.

Optional

3. **Visit the WAWF training database at https://wawftraining.eb.mil/** - You can practice WAWF business functions at this training site. Click on the "Training Instructions" link on the left side of the page to get the User ID and Passwords to use in the training database. This will provide you an opportunity to become familiar with the application prior to class.

WAWF Getting Started for Vendors

Overview

You must perform the following to get started with WAWF:

Step	✓	Action
1		Register with the Central Contractor Registry (CCR)
2		Set up an Electronic Business (EB) Point of Contact (POC) in CCR
3		Ensure CAGE Code is added to WAWF
4		Establish an Organizational Email Address
5		Designate a Group Administrator Manager (GAM)
6		Determine if batch feeds for data input is necessary
7		Set up PCs to Access WAWF-RA
8		Self Register GAM
9		Change temporary WAWF password
10		Have all Users Self-Register on the WAWF-RA web site
11		Follow-up if necessary

Step 1

Step 1 - Register with Central Contractor Registry (CCR)

All vendors must be registered in the CCR at http://www.ccr.gov/ in order to sell goods and services to the Department of Defense (DoD).

For help with registration in CCR, contact the CCR Assistance Center at 1-888-227-2423.

Step 2

Step 2 - Establish or verify the Electronic Business Point of Contact (EB POC) in the CCR

To complete your registration in WAWF-RA, all vendors must establish an Electronic Business Point of Contact (EB POC) The EB POC is responsible for authorizing access for a company's employee(s). The CCR POC must enter EB POC information in CCR to complete registration.

The EB POC will be responsible for authorizing vendor employee(s) access to submit, modify and/or view data on behalf of the vendor. In WAWF-RA terminology, the EB POC also functions as the Group Administrator (GAM). See Step 5.

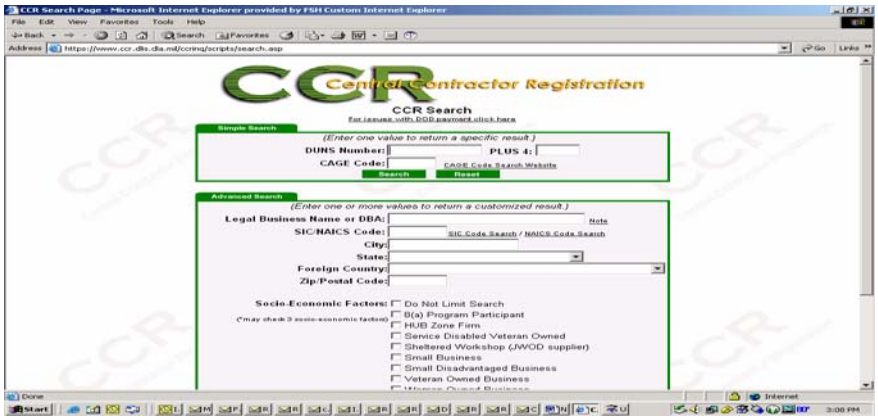
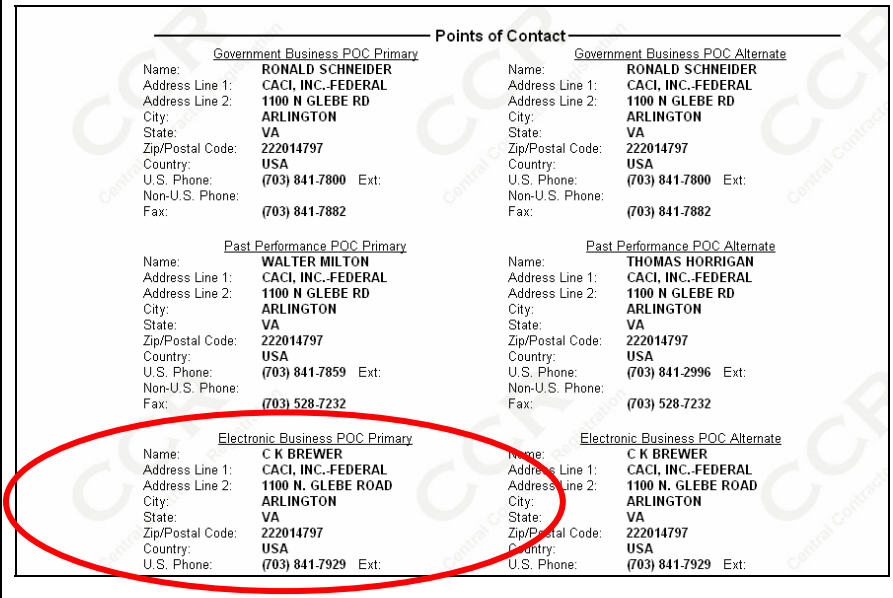
Each vendor organization may establish up to two EB POCs (primary and alternate) for each Cage/DUNS combination.

Continued on next page

Step 2, continued

Step 2 - Establish or verify your EB POC, continued

For existing Vendors, follow the steps below to verify whether an EB POC is listed for your company:

Step	Action
1	Go to http://www.ccr.gov and click on "Search CCR". 
2	Where prompted, enter the Cage or Company Name and click "Submit Query".
3	Scroll to the bottom of the Inquiry Results page.  Points of Contact Government Business POC Primary Name: RONALD SCHNEIDER Address Line 1: CACI, INC.-FEDERAL Address Line 2: 1100 N GLEBE RD City: ARLINGTON State: VA Zip/Postal Code: 222014797 Country: USA U.S. Phone: (703) 841-7800 Ext: Non-U.S. Phone: Fax: (703) 841-7882 Government Business POC Alternate Name: RONALD SCHNEIDER Address Line 1: CACI, INC.-FEDERAL Address Line 2: 1100 N GLEBE RD City: ARLINGTON State: VA Zip/Postal Code: 222014797 Country: USA U.S. Phone: (703) 841-7800 Ext: Non-U.S. Phone: Fax: (703) 841-7882 Past Performance POC Primary Name: WALTER MILTON Address Line 1: CACI, INC.-FEDERAL Address Line 2: 1100 N GLEBE RD City: ARLINGTON State: VA Zip/Postal Code: 222014797 Country: USA U.S. Phone: (703) 841-7859 Ext: Non-U.S. Phone: Fax: (703) 528-7232 Past Performance POC Alternate Name: THOMAS HORRIGAN Address Line 1: CACI, INC.-FEDERAL Address Line 2: 1100 N GLEBE RD City: ARLINGTON State: VA Zip/Postal Code: 222014797 Country: USA U.S. Phone: (703) 841-2996 Ext: Non-U.S. Phone: Fax: (703) 528-7232 Electronic Business POC Primary Name: C K BREWER Address Line 1: CACI, INC.-FEDERAL Address Line 2: 1100 N. GLEBE ROAD City: ARLINGTON State: VA Zip/Postal Code: 222014797 Country: USA U.S. Phone: (703) 841-7929 Ext: Electronic Business POC Alternate Name: C K BREWER Address Line 1: CACI, INC.-FEDERAL Address Line 2: 1100 N. GLEBE ROAD City: ARLINGTON State: VA Zip/Postal Code: 222014797 Country: USA U.S. Phone: (703) 841-7929 Ext:

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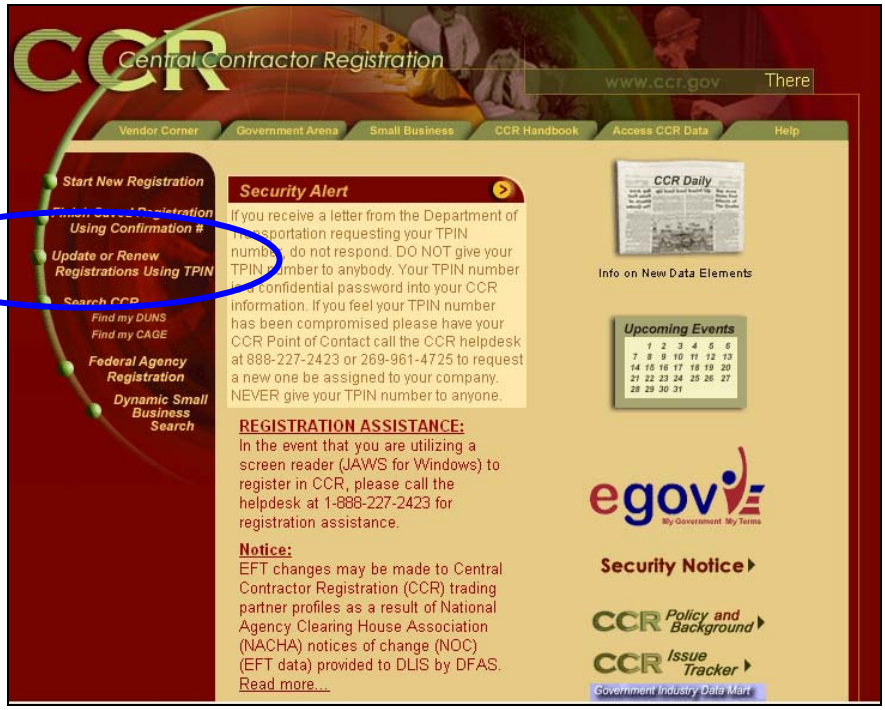
Step 2 - Establish or verify your EB POC, continued (continued)

Step	Action
4	• **IF** someone is listed as the EB POC **THEN** Your EB POC is established. END • **IF** there is no EB POC listed at the bottom of your profile **THEN** you must update your profile. **Go to step 5** or contact the CCR Assistance Center at 1-888-227-2423 or 1-616-961-4725.
5	From the Home Page click on Update or Renew Registrations Using TPIN option. 
6	Enter your DUNS number and TPIN code.
7	Select Points of Contact.
8	Scroll down to the Electronic Business Point of Contact fields. When that page comes up, scroll down to the Electronic Business Point of Contact fields (these should be the ones closest to the bottom). Input your information and click the validate/save button.

Continued on next page

Step 3

Step 3 - Ensure your Company CAGE Code is added to WAWF-RA

A CAGE code must be associated to a Vendor group established in WAWF-RA prior to users registering. A group may consist of a single CAGE code or multiple CAGE codes, but a CAGE code cannot be a member of more than one group.

CAGE code extensions can be used to subdivide the location code into smaller units according to access needs and the extension is appended to the name of the CAGE Codes. Each location code and extension has its own organizational e-mail address.

To establish a Vendor group for a CAGE code, **the EB POC must call the Customer Support Center phone number (toll free 1-866-618-5988) located on the WAWF-RA Home Page or send an email to DISA Ogden at** cscassig@ogden.disa.mil. If the Vendor organization has multiple CAGE codes, the WAWF-RA Customer Support Center will assist in tailoring a hierarchical group structure to fit their needs.

Phone requests will be activated immediately. Email requests to activate Cage code structures will be processed within 48 hours and an email confirmation will be sent to the requestor.

Sample Group Activation Email: Please answer the following questions and cut and paste the text into an email to cscassig@ogden.disa.mil with the subject line "WAWF CAGE Code Activation":

OGDEN SUPPORT: Please activate the following CAGE CODE(s) in WAWF

---

1. Cage Code(s):
2. EB POC's Name:
3. EB POC's Email:
4. EB POC's Phone number:

Continued on next page

Step 4

Step 4 - Establish an Organizational email Address

WAWF routes information according to the CAGE Codes. The electronic documents themselves do not get routed, but status notifications about the documents are sent in e-mails.

For example, e-mail confirmations are sent when the
- Vendor SUBMITS a document.
- Government ACCEPTS or REJECTS the document.

In order to receive status information about the WAWF documents, vendors need to establish an organizational email address and determine who will have access to the organizational email.

The e-mail address may be a "distribution group" address set up by the vendor's e-mail administrator, that may be distributed to multiple users on the vendor's side, for example, "wawf@companyname.com".

Please ensure that the organizational e-mail address is operational and can receive e-mails prior to registering it with the WAWF Customer Support Center. The GAM or EB POC should provide the organizational email address to the Customer Support Center.

Important: If you do not set up an organizational e-mail address, the personal email address of the first person that self-registers from your CAGE/DUNS code will be used as the organizational e-mail address. If you are the only person in your organization submitting invoices through WAWF, you can use your personal email address

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Step 5

Step 5 – Designate a Group Administrator (GAM) for your company

Vendors must appoint a GAM to manage and activate various users in the vendor's organization to have access to WAWF data. The initial GAM may be the same person designated as the EB POC.

If the initial GAM is not the same person as the EB POC, then he/she must provide (fax) a GAM Appointment Letter (as attached) signed by the EB POC to the WAWF-RA Customer Support Center listed on the WAWF-RA Home Page.

If the GAM is the same person as the EB POC, the GAM letter is not required. When registering for WAWF, a GAM must select the Vendor role and the Group Administrator role. The Group Administration Manager's manual is available for reviewing to all WAWF registered users. The GAM manual can be found in the Software Users Manual link within the WAWF application.

Step 6

Step 6 – Determine if batch feeds for data input is necessary

Vendors should submit documents via the File Transfer Protocol (FTP) or Electronic Data Interchange (EDI) process if they have a large number of transactions and/or many line items per transaction.

The WAWF-RA FTP and EDI Guides are available after logon once the vendor's account has been activated. If further assistance is needed, please contact the WAWF-RA Customer Service Center. A Joint Interoperability Test Center (JITC) technician will be assigned to assist you in testing your file layout(s).

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Step 7

Step 7 - Set up PCs to access WAWF-RA (Click here for details)

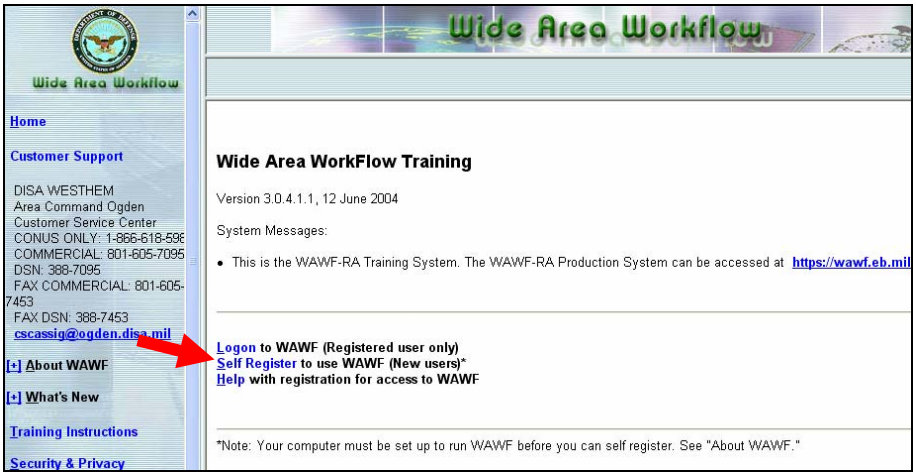
Your current computer configuration will usually be sufficient to use WAWF. On rare occasions your computer's browser setting may need changed.

Please try using WAWF first and then if you experience problems check your set-up by Selecting the "Setting Up Your Machine" link on the WAWF-RA home page for more information or call the Ogden Help desk for assistance (1-866-618-5988).

Step 8

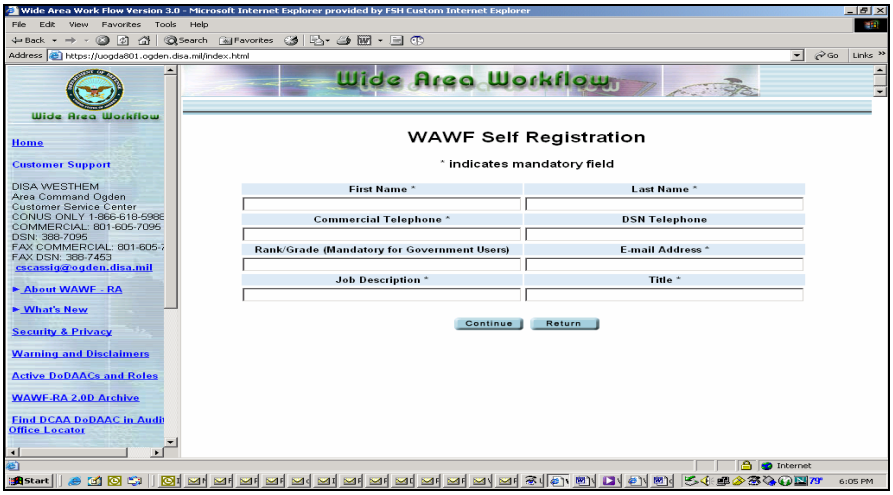
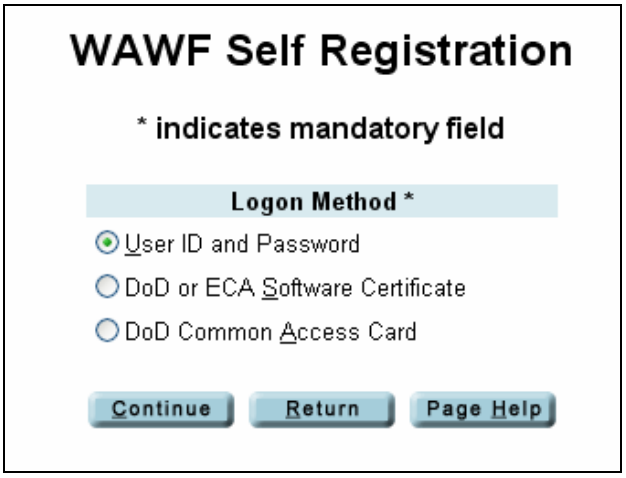
Step 8 – Self Register GAM (after your CAGE Code is added to WAWF-RA)

Follow the procedure below to Self-Register in WAWF.

Step	Action
1	Go to the WAWF production home page at **https://wawf.eb.mil** Click on the "Self Register" link.  Result: WAWF Self Registration form is displayed.

Continued on next page

Step 8 (continued)

Step	Action
2	From the WAWF Self Registration form fill in all required data (all fields with the *) 
3	Select the radio button labeled User ID and Password 

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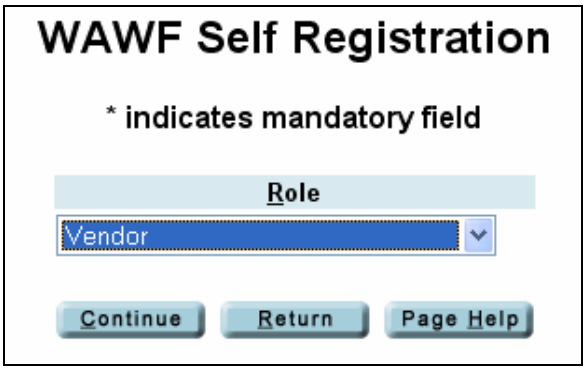
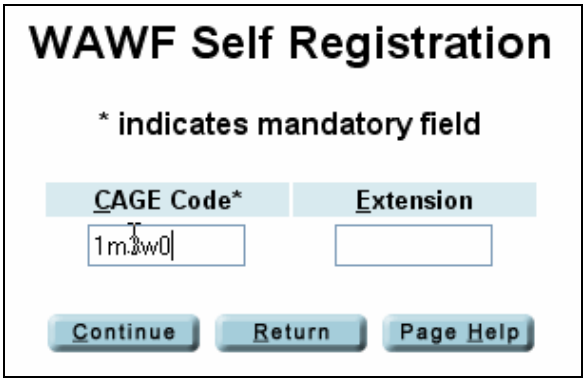
Step 8 (continued)

Step	Action
4	Type in a User ID. Please create your own. (It must be a minimum of 8 characters long).
5	In the "Role" drop down menu, choose "Vendor." 
6	In the Cage Code field, type your Cage Code. Do not put anything in the "Extension" field. 

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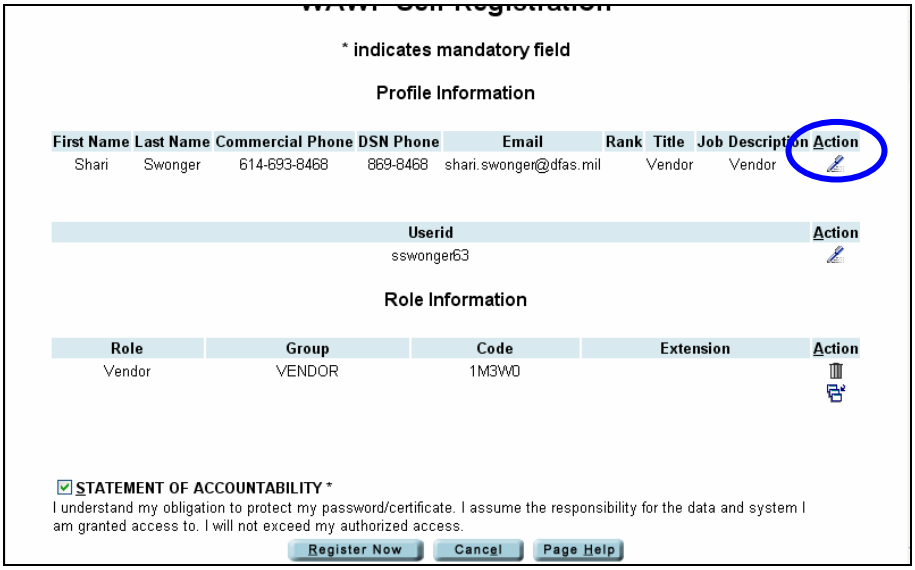
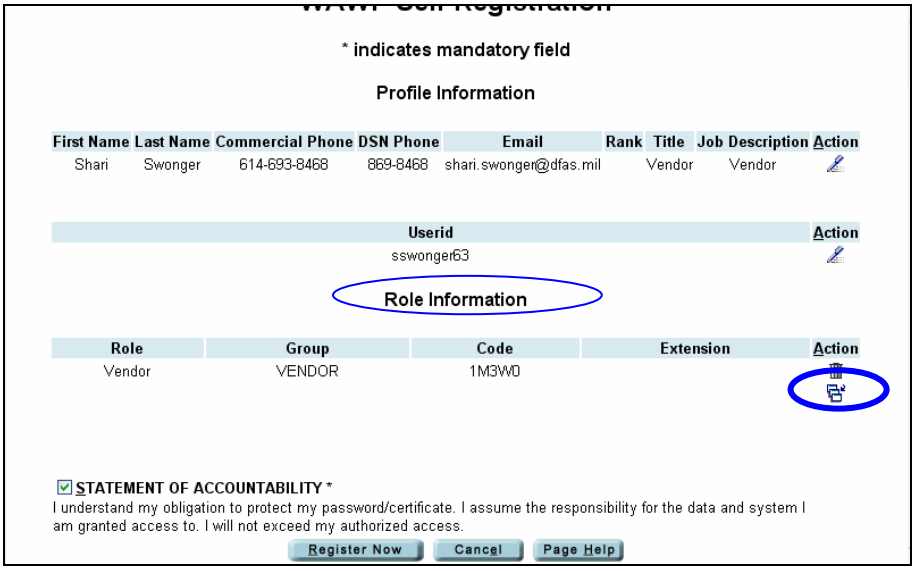
Step 8 (continued)

Step	Action
7	Review the information you have entered. You may click on the edit icon to edit the information. 
9	In the "Role Information" section, under the "Action" column, click the icon to add a role (looks like file cards). 

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Step 8 (continued)

Step	Action
	In the drop down box choose “Group Administrator” and click Continue.
10	Enter your group name if known. If unknown, click the “Lookup Group” button.
11	Click the OK button when the security box appears.
12	If everything on the screen is correct, click on the check box for “Statement of Accountability” and click the “Register Now” button (you must submit the form for it to be valid). Result: After registration is completed Ogden will automatically email an activation notice to the registrant.
13	Upon Ogden activating the account an email will be sent to the EB POC (GAM). The email will contain a one-time temporary password for your initial logon. Note: You will need to change your temporary password.

Continued on next page

Step 9

Step 9 – Change Temporary Password.

Follow the procedure below to change your temporary password.

Step	Action
1	From the WAWF production home page at **https://wawf.eb.mil,** click the Logon link.
2	Enter your User ID and temporary password from the email and click the "Submit" button.
3	You will be prompted to change your temporary password.
4	Enter your new password and retype to confirm it. **The new password must be a minimum of 8 characters long and contain at least one capital letter, one lowercase letter, one number, and one special character (i.e.: !,@, #, $,etc).**
5	Click the "Submit" button. You will see a message that your profile has been successfully updated.
6	After the initial password change, you may change your password at any time by selecting the "My Profile Maintenance" link on the left- hand side of the screen, and clicking the icon under the "Actions" column in the "Logon Information" section.

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Step 10

Step 10 - Have all users self-register on the WAWF-RA web site

Once the EB POC (GAM) has been activated, other users will need to configure their PCs and self-register. Now the EB POC (GAM) can have their employees self register and the EB POC (GAM) can activate or deactivate their own personnel within WAWF-RA. **Users can self-register using the same steps described for the GAM.**

- Every user of WAWF-RA must self-register on the WAWF-RA web site by completing the online registration form.
- Users may access WAWF-RA with either a User ID/Password combination or a PKI certificate. Users who want to use a PKI certificate must obtain it before self-registering.
- PKI Certificates may be obtained from one of the approved Interim External Certificate Authorities: Operational Research Consultants Inc. http://eca.orc.com, Digital Signature Trust Co. http://www.digsigtrust.com/federal/dod.html, or Verisign: http://www.verisign.com/enterprise/government/ieca-dod.html. The web sites provide the instructions needed to acquire a PKI Certificate.
- If further assistance is needed, contact the WAWF-RA Customer Service Center.
- Note: Registrations will not be activated until the WAWF-RA Customer Support Center receives an email from the EB POC/GAM.
- Prior to creating documents, vendors can check whether a Government Location Code (DoDAAC) is active. For a vendor document to be routed to a DoDAAC, someone at that DoDAAC must be registered in WAWF in order to process the document electronically. To verify if a specific DoDAAC is active, refer to the "Active DoDAACs and Roles" link from the WAWF-RA homepage. Active Roles are indicated by the word "Available" in the corresponding column for each DoDAAC.

Step 11

Step 11 – Follow-up (if necessary)

If a user's account has not been activated within 2 business days of self-registering, notify you GAM or WAWF Customer Service.