

Wide Area Work Flow (WAWF)の登録のしかた

<https://wawf.eb.mil/> にアクセスする



Privacy Statement

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WARNING!

Please DO NOT use the browser BACK BUTTON within the Wide Area Workflow eBusiness Suite applications, the use of the browser's BACK BUTTON is not supported within the Wide Area Workflow eBusiness Suite applications. Use of this button will cause the loss of data not yet saved to the server and will result in the applications not performing as intended. DO NOT use the backspace key in any uneditable field, as this will function as the back button, where they exist, use the PREVIOUS or CANCEL buttons to return to a previous page within the Wide Area Workflow eBusiness Suite applications. The security accreditation level of the applications are Unclassified FOUO and below, do not process, store, or transmit information classified above the accreditation level of this system.

Accept

Acceptをクリック



Certificate Login

Certificate Login

User ID Login

User ID

Password

Login

Forgot your User ID? Forgot your Password?

System Messages

(2015-01-15 00:00:00) System: All Subject: DEE EMAIL MIGRATION Action Required! Message For: All Users

ATTN: ALL GOVERNMENT USERS - DEE EMAIL MIGRATION

ALL government users that have migrated to the DoD Enterprise Email (DEE) system MUST update their user profiles in the WAWF eBusiness Suite to ensure that all email notifications are properly sent and received. Directions for updating the user profile is below:

Directions to update profile.

- Top of the WAWF e-Business Suite, click user on the top left corner
- Click profile
- Change email address to the DEE migration email
- Input all required fields (marked by *)
- Click Submit
- Under Supervisor Information, click edit
- Input Supervisor's information (be sure to verify supervisor's email if also migrated to DEE)
- Click Submit
- Under Agency Information, click edit
- Input Agency information



Registerをクリック

Privacy Act Statement

AUTHORITY: Executive Order 10450, 9397; and Public Law 99-474, the Computer Fraud and Abuse Act.

PRINCIPAL PURPOSE: To record names, signatures, and other identifiers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form.

ROUTINE USES: None

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.

I have read and understand the terms and conditions for use of this website.

Agree

! Symbol indicates situational entry, at least one is required.

* Asterisk indicates required entry.



Agreeをクリック

Registration

Note: A security clearance is NOT required to access any of the applications in the Wide Area Workflow eBusiness Suite.

What type of user are you? *

Vendor
Government
Government Support Contractor
Vendor

What applications will you be using? *

iRAPT - Invoicing, Receipt, Acceptance, and Property Transfer (Formerly WAWF) IUID Registry
 myInvoice

Next Previous Help

! Symbol indicates situational entry, at least one is required.
* Asterisk Indicates required entry.

What type of user are you? で
Vendorを選ぶ

iRAPT と myInvoiceにチェックをして
Nextをクリックする

User Profile

First Name * <input type="text" value="WHOEVER"/>	Email * <input type="text" value="TEST@TEST.COM"/>	Grade/Rank <input type="text"/>
Middle Name <input type="text"/>	Confirm Email * <input type="text" value="TEST@TEST.COM"/>	DSN Telephone <input type="text"/>
Last Name * <input type="text" value="WHOM"/>	Commercial Telephone ! <input type="text" value="0118468161111"/>	Citizenship * <input type="text" value="FN"/>
Organization * <input type="text" value="DUMMY FIRM"/>	Extension <input type="text"/>	
Job Title * <input type="text" value="ADMINISTRATOR"/>	Intl Country Code and Phone ! <input type="text" value="0118468161111"/>	
Suffix <input type="text"/>	Mobile Telephone <input type="text"/>	

[Next](#) [Previous](#) [Help](#)

必要な箇所にタイプしてNextをクリック

Supervisor Information

First Name

NO

Email

TESTTEST@TEST.COM

Phone

Last Name

ONE

Confirm Email

TESTTEST@TEST.COM

Extension

Job Title

JUST A TEST

DSN Telephone

Intl Country Code and Phone

01181468161111

Company Information

Name *

FAKE FIRM

City *

WHAT A CITY

Zip *

0000000

Address *

1 NOWHERE TOWN

State *

NOT APPLICABLE

Country *

JAPAN

[Next](#)[Previous](#)[Help](#)

上司の情報と会社の情報をタイプしてNextをクリック

Roles

iRAPT

+ Vendor User Roles

+ Admin User Roles

myInvoice

NOTE : At least one iRAPT role is required in order to access myInvoice.

Next

Previous

Help

! Symbol Indicates situational entry, at least one is required.

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Admin User Rolesを選ぶ

注意) Vendor User Rolesを間違っ
て選んでしまうケースが大変多
くなっています。正しく選ばな
いと登録ができません

IRAPT Role

Role *

--- Please Select ---
--- Please Select ---
Group Administrator

Justification

Attachments

Browse...

Upload

Note: Enter in one of the following for Location Code: CAGE, Contractor DoDAAC, DUNS or DUNS+4

Save

Cancel

Help

! Symbol indicates situational entry, at least one is required.

* Asterisk indicates required entry.

Group Administratorしか選べないので、ドロップダウンで Group Administratorを選択する

注意) 前ページでの注意にあるように、間違っ Vendor User Rolesを選んでしまっていると、ドロップダウンに Group Administratorが出て来なくなり、全く違うもののリストが表示されます

IRAPT Role

Role *

Group Name *

Justification

Attachments

Note: Enter in one of the following for Location Code: CAGE, Contractor DoDAAC, DUNS or DUNS+4

! Symbol indicates situational entry, at least one is required.

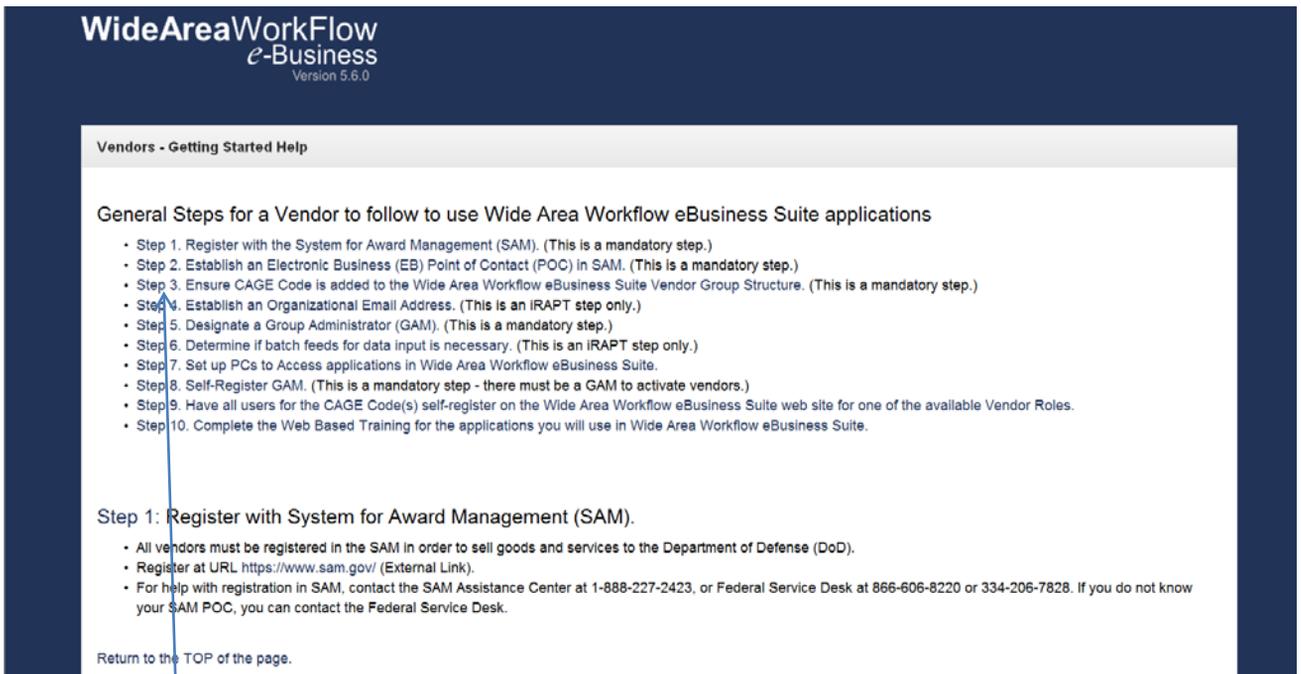
* Asterisk indicates required entry.

次にGroup Nameをタイプすることになるのですが、ここはNCAGEを入れることになっています。ただし、そのままタイプして次に進もうとしても必ずエラーになります。

WAWFのCustomer Supportに御社のNCAGEをGroup Nameとして使えるように設定してもらう必要があります。

Customer Supportへの連絡の仕方は英語版の説明に記載があります。

<https://wawf.eb.mil/xhtml/unauth/web/homepage/vendorGettingStartedHelp.xhtml>
へアクセスする



WideAreaWorkFlow
e-Business
Version 5.6.0

Vendors - Getting Started Help

General Steps for a Vendor to follow to use Wide Area Workflow eBusiness Suite applications

- Step 1. Register with the System for Award Management (SAM). (This is a mandatory step.)
- Step 2. Establish an Electronic Business (EB) Point of Contact (POC) in SAM. (This is a mandatory step.)
- Step 3. Ensure CAGE Code is added to the Wide Area Workflow eBusiness Suite Vendor Group Structure. (This is a mandatory step.)
- Step 4. Establish an Organizational Email Address. (This is an IRAPT step only.)
- Step 5. Designate a Group Administrator (GAM). (This is a mandatory step.)
- Step 6. Determine if batch feeds for data input is necessary. (This is an IRAPT step only.)
- Step 7. Set up PCs to Access applications in Wide Area Workflow eBusiness Suite.
- Step 8. Self-Register GAM. (This is a mandatory step - there must be a GAM to activate vendors.)
- Step 9. Have all users for the CAGE Code(s) self-register on the Wide Area Workflow eBusiness Suite web site for one of the available Vendor Roles.
- Step 10. Complete the Web Based Training for the applications you will use in Wide Area Workflow eBusiness Suite.

Step 1: Register with System for Award Management (SAM).

- All vendors must be registered in the SAM in order to sell goods and services to the Department of Defense (DoD).
- Register at URL <https://www.sam.gov/> (External Link).
- For help with registration in SAM, contact the SAM Assistance Center at 1-888-227-2423, or Federal Service Desk at 866-606-8220 or 334-206-7828. If you do not know your SAM POC, you can contact the Federal Service Desk.

Return to the TOP of the page.

Step 3をクリック

POC yet.

- If a vendor sees that there is no one listed as their EB POC, they need to contact the SAME POC and ask the SAM to update the company's registration to include the EB POC.
- Each vendor can establish up to two EB POCs one primary and one alternate EB POC for each CAGE/DUNS code.

Return to the TOP of the page.

Step 3: Have your CAGE Code added to the Wide Area Workflow eBusiness Suite Vendor Group Structure.

- To establish a vendor group for a CAGE Code, someone in your company needs to either call the Customer Support Center 1-866-618-5988 or send an email to DISA Ogden. If your organization has multiple CAGE Codes, the Wide Area Workflow eBusiness Suite Customer Support Center will assist in adding all your CAGE Codes to your Vendor Group Structure in Wide Area Workflow eBusiness Suite. (see Customer Support link)
- Phoned in requests will be activated immediately. Emailed requests will be processed within 48 business hours after receipt.
- Group Activation Email: Please use the following template to email requests to Wide Area Workflow eBusiness Suite Customer Support: [Customer Support email](#) Please fill in missing information with your company information. (External Link).
- Your CAGE Code must be added to the Wide Area Workflow eBusiness Suite Vendor Group Structure before any personnel can self-register for applications in Wide Area Workflow eBusiness Suite. If you have multiple CAGE Codes they can all be added to your group at the same time.
- Optional CAGE Code extensions can be created to subdivide your CAGE Code into smaller units. Each CAGE Code and extension will have its own organizational e-mail address. The email addresses will be used to notify your sub-groups that a document status has changed.
- **Important - PLEASE NOTIFY YOUR EB POC!** We will need their authorization to activate individual accounts after the CAGE Code(s) are added to the Vendor Group Structure for Wide Area Workflow eBusiness Suite.

Return to the TOP of the page.

Step 4: Establish an Organizational email Address.

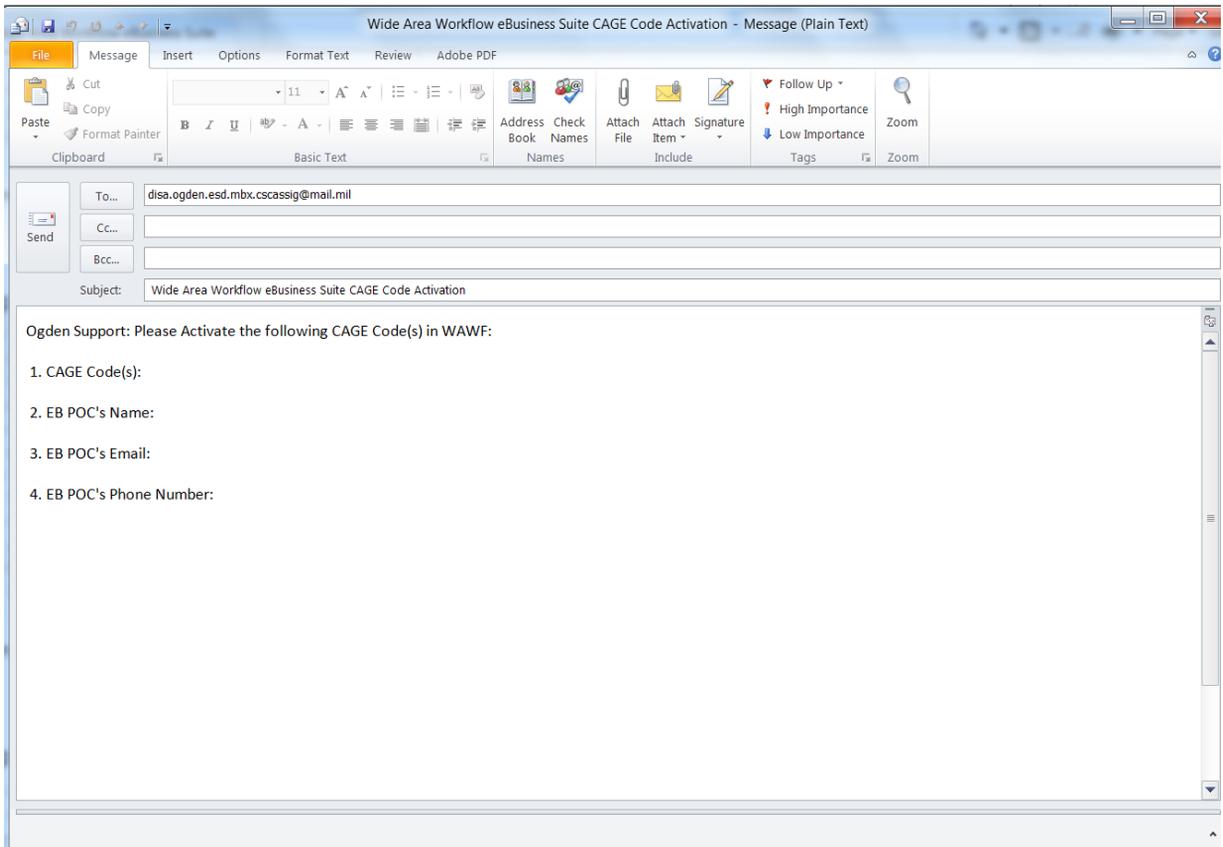
- Invoice Receipt Acceptance and Property Transfer(IRAPT) routes information according to CAGE Codes. IRAPT documents themselves do not get routed, but status information about the documents is sent in emails. For example, email confirmations are sent when a vendor SUBMITS a document. Email notices are sent when the

Step 3の本文に飛ぶ

箇条書きの文章の3つ目の文中にCustomer Supportへ連絡するE-Mailのリンクが隠れている

文章中の“Customer Support email”をクリックすると、メールフォームが立ち上がるので、1から4までの項目を記入して、そのまま送信する。

他に文章を打つ必要はありません。



注意) EBというのはElectronic Businessの略で、POCはPoint Of Contactの略です。
EB POCは、WAWFなどシステムを扱う担当者ということです。

通常、SAMの登録のときに記入した担当と同じ人の名前を入れなければいけません。SAMの担当以外の名前を入れると、Appointment Letter(任命書)を出すと言われてしまうので、必ず同じ人にしてください。

2営業日以内にWAWFのシステムから、NCAGEを登録したとのメールが来るので、その後WAWFの中のGroup Nameに、御社のNCAGEをタイプする。

WideAreaWorkFlow
e-Business Suite V 5.6.0

Registration Home / Profile / Sponsor / Roles / Authentication / User Agreement

IRAPT Role

Role *
Group Administrator

Justification

Group Name *

Lookup

Attachments
Browse... Upload

Note: Enter in one of the following for Location Code: CAGE, Contractor DoDAAC, DUNS or DUNS+4

Save Cancel Help

! Symbol indicates situational entry, at least one is required.
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次にLookupで照合をして、問題なければSaveする