MEMORANDUM FOR ONR PAYWEB USERS

FROM: DIRECTOR, UNIVERSITY BUSINESS AFFAIRS

SUBJECT: ONR TRANSITION FROM PAYWEB TO THE DEPARTMENT OF DEFENSE (DOD) ELECTRONIC INVOICING SYSTEM - WideArea Workflow e-Business Suite

ENCLOSURES: (A) Resources for Understanding DoD’s Wide Area Workflow e-Business Suite
(B) Frequently Asked Questions (FAQs)

ONR will begin transitioning PayWeb Users to the DoD’s electronic invoicing system in May 2016. Our goal is to guide you through a smooth transition.

Beginning 1 October 2016 ONR’s electronic payment request system, PayWeb, will be replaced by the DoD electronic invoicing system. The DoD WideArea Workflow e-Business Suite’s iRAPT application (invoicing, Receipt, Acceptance, and Property Transfer) will be used for electronic submission of grant, cooperative agreement, and contract vouchers requiring approval by an ONR Administrative Office. iRAPT is a secure Web-based system for electronic invoicing (also referred to as “WAWF”). iRAPT was updated several years ago to accept grant and cooperative agreement vouchers (SF270), which facilitates ONR’s movement towards compliance with the DoD’s initiative of having a single portal for submission of electronic invoices and vouchers.

We have over 250 user accounts for PayWeb, submitting payment requests for approximately 4,800 awards. ONR will transition all users and their active awards to iRAPT over the next five (5) months (May – September 2016) in four (4) separate phases. During this period, Universities and Nonprofits with PayWeb accounts will be notified, in writing via email, by their ONR Administrative Office as to when they will be transitioned from PayWeb, to include specific dates, times, and instructions.

I recognize that this transition may create a learning curve for some organizations, and therefore our goal is to provide assistance during the transition. Enclosures (A) and (B) provide additional information, which I hope are helpful to get you started with understanding the transition process.
ONR is committed to minimizing disruptions to the submission, receipt, review and approval of payment requests from our grantee community. Your cooperation, patience, and feedback during this process are greatly appreciated. Thank you for your continued partnership with the DoD’s Science and Technology program.

Deborah K. Rafi
Director, University Business Affairs
RESOURCES FOR UNDERSTANDING & USING
DOD’s Wide Area Workflow e-Business Suite (WAWF) iRAPT Website

What is Wide Area Workflow (WAWF)?
Wide Area Workflow is a Department of Defense e-Business Suite delivering access to a number of business applications and capabilities. The benefits to DoD are a single face to industry suppliers, global accessibility of documents, reduced need for re-keying, improved data accuracy, real-time processing, secure transactions with audit capability, and faster processing. For vendors, benefits include the capability to electronically submit invoices, reduction of lost or misplaced documents, and online access to contract payment records.

What is iRAPT?
iRAPT is a Wide Area Workflow e-Business Suite application that allows secure Web-based electronic invoicing.

Who can assist with technical questions or issues related to accessing WAWF or the creation of documents in iRAPT?
WAWF is a DoD supported website, therefore primary assistance related to use of the system, technical difficulties, and other matters specific to WAWF will be provided by the WAWF helpdesk; not ONR.

How do I Contact the WAWF helpdesk?
The information for the WAWF Vendor Support helpdesk can be found at the bottom of the WAWF home page listed under "VENDOR CUSTOMER SUPPORT".
(link: https://wawf.eb.mil/xhtml/unauth/web/homepage/vendorCustomerSupport.xhtml)

There are 3 ways to contact the WAWF helpdesk:
1. EMAIL: disa.ogden.esd.mbx.cscassig@mail.mil
2. PHONE: 801-605-7095 or 866-618-5988
3. Submit a helpdesk ticket via the OGDEN HELPDESK link that appears on the VENDOR CUSTOMER SUPPORT website

What assistance can ONR offer with WAWF/iRAPT use?
All technical questions will be addressed by WAWF helpdesk. The ONR Administrative Offices can provide assistance with understanding the specific invoice requirements or instructions in relation to the terms and conditions of your grant, cooperative agreement, or contract.

Is there assistance available with Creating Invoice Documents in WAWF/iRAPT?
Yes, visit https://wawftraining.eb.mil/wbt/ and follow the link for “iRAPT” to learn more about invoicing (*The link is also found on the WAWF home page via “Help/Training” button on the top right corner)

- WAWF Training provides an exhaustive list of training documents/resources to assist Vendors with creating a variety of invoices
• How to Create a Grant Voucher in iRapt  

• How to Create a Non Procurement Instrument (NPI) Voucher in iRapt  

• How to Create a Cost Voucher (CV) in iRapt  

Do I need to register for WAWF?
You do not need to register for WAWF if you have used Payweb. Your institution is already registered for use of WAWF in order for Payweb to be used. Payweb was a web-based application that worked with WAWF. Your organization should not need to register again.

How do I create new User Accounts for using WAWF/iRAPT?
Refer to step 9 under the “Wide Area Workflow eBusiness Suite - Getting Started Help”
https://wawf.eb.mil/xhtml/unauth/web/homepage/vendorGettingStartedHelp.xhtml

What are “Vendor Roles”?
Go to “Help - iRAPT Vendor User Roles:”
https://wawf.eb.mil/xhtml/unauth/web/registration/userRolesWawfVendor.xhtml

What if my organization is not registered for WAWF? How do I register?
Go to “Wide Area Workflow eBusiness Suite - Getting Started Help”
https://wawf.eb.mil/xhtml/unauth/web/homepage/vendorGettingStartedHelp.xhtml

Additional resources for new registration:
• WAWF NEW USER INFORMATION & HELP PAGE:  
https://wawf.eb.mil/xhtml/unauth/help/help.xhtml
• Help - iRAPT Vendor User Roles:  
https://wawf.eb.mil/xhtml/unauth/web/registration/userRolesWawfVendor.xhtml
• Overview of Vendor Registration process:  
https://wawftraining.eb.mil/wbt/xhtml/wbt/overview/overviewVendorRegister.xhtml
ONR PAYWEB – WAWF Transition
Frequently Asked Questions (FAQs)

1. What should a recipient do to prepare for the transition from PAYWEB to WAWF/iRAPT?
   Make yourself knowledgeable in use of WAWF/iRAPT if you're not already familiar with it. Refer to the training available on the WAWF website for assistance if necessary. Continue to submit all invoices in Payweb until notified by ONR that your school will be transitioned to WAWF.

2. Can I still submit invoices into PAYWEB right now?
   Yes. As long as you have not been notified by ONR that your PAYWEB account disabled, you should use PAYWEB as normal. If you have not billed recently and have incurred expenditures that require invoicing, you should prepare to submit those invoices into Payweb before your Payweb account is disabled.

3. When will the transition from PAYWEB to WAWF/iRAPT begin?
   ONR’s transition plan will begin 1 May 2016 and extend to 30 September 2016; your institution transition date will fall some time in this time frame.

4. When will I be notified of my organizations transition from PAYWEB to WAWF/iRAPT?
   You will be notified when you receive the notification letter from ONR that you are being transitioned. We are not able to comply with requests for estimated time frames due to limited time and resources along with the sheer number of recipients affected. ONR has over 250 PAYWEB user accounts that require transition. We estimate that 30 days will be the average processing time to start and finish the transition of a single grantee and all their active awards. However, the number of active awards per grantee varies significantly therefore the 30 day processing time is only an estimate. Some grantees will require less processing time, others will require longer processing time. This situation makes it difficult to accurately project in advance when a particular grantee will be transitioned.

5. What if my organization does not have invoices requiring submittal at the time we are notified of the transition (i.e. within the 15 days before our PayWeb account is deactivated)? Do we need to do anything?
   When you are notified of the transition and do not have any invoices to submit before the 15 day account deactivation deadline, please inform your Administrative Field Office that there is no forthcoming activity. This information will be useful as it will allow ONR to expedite its internal process changes that affect all awards.

6. Can I request to transition to WAWF immediately to avoid renewing my PKI Certification?
   Yes, however ONR’s ability to accelerate your transition date will depend on their overall transition schedule. ONR cannot guarantee that we can honor all requests.

   You should submit your request directly to your ONR Regional Office POC or if not known, directly to the cognizant office at the email below.
7. **When can I begin to submit invoices directly to WAWF? Can I begin immediately after notification that my PAYWEB account is deactivated?**

No. Do not begin invoicing until notified by ONR that the transition is complete.

**Why?**

The transition away from Payweb will require ONR to verify a significant volume of billing and financial records. Currently PayWeb works in conjunction with WAWF. When ONR approves an invoice in PayWeb, it is transmitted to DFAS (Defense Finance and Accounting Service) through WAWF. Our transition procedures require that ONR verify that all outstanding Payweb submitted invoices are successfully entered into WAWF/iRAPT. This will be done during days 16-25 days (Step 2 of the transition plan) after your PayWeb account is disabled. Accordingly, ONR will require that you stop submitting all invoices after your PayWeb account is disabled until ONR notifies you that your transition is complete.

**NOTE:** If an awardee submits invoices directly to WAWF after Payweb deactivation and before ONR notifies you of the transition completion (i.e. during Step 2, Day 16-25) it will result in significant confusion to the process and will delay payments.

8. **What happens if DFAS rejects an invoice which was submitted in PayWeb and DFAS requires me to resubmit the invoice with corrections?**

After your Payweb account is disabled, if DFAS rejects a Payweb submitted invoice, it will be required to be submitted as a new invoice through WAWF/iRAPT.

9. **Will I be able to upload large batches of invoices to WAWF using and electronic data interchange process?**

Yes. WAWF offers a File Transfer Protocol (FTP) or Electronic Data Interchange (EDI) for vendors with a large number of transactions and/or many line items per payment document. If your institution intends on using this function in WAWF, we strongly recommend that you immediately begin discussions with the WAWF e-Business iRAPT Support staff. iRAPT FTP and EDI Guides are available after your account has been activated. If further assistance is needed, please contact the iRAPT Customer Service Center and ask for help with EDI. A trouble ticket will be created and you will be forwarded to the Joint Interoperability Test Center (JITC) and a technician will be assigned to assist you in testing your file layout(s). (See Customer Support Link on WAWF-iRAPT website).

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