

Section 4.0 - Clauses & Other Full Text Information

CLAUSES INCORPORATED BY FULL TEXT

**CNIN 52.212-4 ADDENDUM 1 TAILORING OF 52.212-4 CONTRACT TERMS AND CONDITIONS
(DEC 2013)**

Replace Paragraph (g)(1) as follows:

252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (MAY 2013)

(a) *Definitions.* As used in this clause—

“Department of Defense Activity Address Code (DoDAAC)” is a six position code that uniquely identifies a unit, activity, or organization.

“Document type” means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

“Local processing office (LPO)” is the office responsible for payment certification when payment certification is done external to the entitlement system.

(b) *Electronic invoicing.* The WAWF system is the method to electronically process vendor payment requests and receiving reports, as authorized by DFARS [252.232-7003](#), Electronic Submission of Payment Requests and Receiving Reports.

(c) *WAWF access.* To access WAWF, the Contractor shall—

(1) Have a designated electronic business point of contact in the System for Award Management at <https://www.acquisition.gov>; and

(2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this web site.

(d) *WAWF training.* The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the “Web Based Training” link on the WAWF home page at <https://wawf.eb.mil/>

(e) *WAWF methods of document submission.* Document submissions may be via web entry, Electronic Data Interchange, or File Transfer Protocol.

(f) *WAWF payment instructions.* The Contractor must use the following information when submitting payment requests and receiving reports in WAWF for this contract/order:

(1) *Document type.* The Contractor shall use the following document type(s).

COMBO

(2) *Inspection/acceptance location.* The Contractor shall select the following inspection/acceptance location(s) in WAWF, as specified by the contracting officer.

DESTINATION/DESTINATION

(3) *Document routing.* The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table*

Field Name in WAWF

Data to be entered in WAWF

Pay Official DoDAAC	HQ0339
Issue By DoDAAC	N00164
Admin DoDAAC	S4801A
Inspect By DoDAAC	N00164
Ship To Code	N00164
Ship From Code	NA
Mark For Code	NA
Service Approver (DoDAAC)	NA
Service Acceptor (DoDAAC)	NA
Accept at Other DoDAAC	NA
LPO DoDAAC	NA
DCAA Auditor DoDAAC	NA
Other DoDAAC(s)	NA

(4) *Payment request and supporting documentation.* The Contractor shall ensure a payment request includes appropriate contract line item and subline item descriptions of the work performed or supplies delivered, unit price/cost per unit, fee (if applicable), and all relevant back-up documentation, as defined in DFARS Appendix F, (e.g. timesheets) in support of each payment request.

(5) *WAWF email notifications.* The Contractor shall enter the e-mail address identified below in the “Send Additional Email Notifications” field of WAWF once a document is submitted in the system.

William.e.henry1@navy.mil

812-854-1322

(g) *WAWF point of contact.*

(1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity’s WAWF point of contact.

Cran_Acquisitn_WAWF@navy.mil

(2) For technical WAWF help, contact the WAWF helpdesk at 866-618-5988.

(End of clause)

NON-WAWF INVOICE INSTRUCTIONS

For invoices that CANNOT be submitted via WAWF because the DFAS office is not WAWF enabled, requires NSWC Crane’s LPO certification, or foreign vendors without a U.S. bank account:

Submit invoices in hard copy in accordance with the submission of invoice clause herein to the address below -

NSWC CRANE ERP
VENDOR PAY
CODE 008121 BLDG 64
300 HWY 361
CRANE IN 47522-5001

Or e-mail the invoice to the following address: CRAN_VendorPay@navy.mil
 The subject line of the e-mail must read as follows: Company Name/ Contract Number/ Order Number

For WAWF questions, contact the NSWC Crane point of contact via e-mail:
Cran_Acquisitn_WAWF@navy.mil

To determine whether a DFAS is WAWF-enabled, review the following website: <https://wawf.eb.mil>

**HQ G-2-0009 SUPPLEMENTAL INSTRUCTIONS REGARDING ELECTRONIC INVOICING
 (NAVSEA) (SEP 2012)**

(a) The Contractor agrees to segregate costs incurred under this contract/task order (TO), as applicable, at the lowest level of performance, either at the technical instruction (TI), sub line item number (SLIN), or contract line item number (CLIN) level, rather than on a total contract/TO basis, and to submit invoices reflecting costs incurred at that level. Supporting documentation in Wide Area Workflow (WAWF) for invoices shall include summaries of work charged during the period covered as well as overall cumulative summaries by individual labor categories, rates, and hours (both straight time and overtime) invoiced; as well as, a cost breakdown of other direct costs (ODCs), materials, and travel, by TI, SLIN, or CLIN level. For other than firm fixed price subcontractors, subcontractors are also required to provide labor categories, rates, and hours (both straight time and overtime) invoiced; as well as, a cost breakdown of ODCs, materials, and travel invoiced. Supporting documentation may be encrypted before submission to the prime contractor for WAWF invoice submittal. Subcontractors may email encryption code information directly to the Contracting Officer (CO) and Contracting Officer Representative (COR). Should the subcontractor lack encryption capability, the subcontractor may also email detailed supporting cost information directly to the CO and COR; or other method as agreed to by the CO.

(b) Contractors submitting payment requests and receiving reports to WAWF using either Electronic Data Interchange (EDI) or Secure File Transfer Protocol (SFTP) shall separately send an email notification to the COR and CO on the same date they submit the invoice in WAWF. No payments shall be due if the contractor does not provide the COR and CO email notification as required herein.

CNIN-G-0014 PAYMENT STATUS INQUIRIES (DEC 2013)

The status of invoice payments can be obtained through MOCAS myInvoice at: <https://myinvoice.csd.disa.mil/>
 myInvoice is a web-based application developed specifically for contractors/vendors and Government/Military employees to obtain invoice status and payment data. It is an interactive web-based system, accessible 24 hours a day/7 days a week.

Follow the website instructions and download [“Getting Started with myInvoice”](#) to assist in the registration process.

If you require additional assistance with accessing myInvoice, effective 17 Jun 2013, contact the Columbus Accounting System Helpdesk (CASH) at CCO-CASH@DFAS.MIL or Toll Free at (855) 211-6308.

The status of invoice payments may also be obtained by contacting the DFAS Paying Office designated on the contract cover page. DFAS Paying Office Vendor Pay Customer Service offices are listed below:

F03000	DFAS Dayton	1-800-756-4571 - option 2, option 3
F67100	DFAS Limestone	1-800-756-4571 - option 2, option 3
HQ0105	DFAS Indianapolis	1-888-332-7366
HQ0131	DFAS Columbus Caps	1-800-756-4571 - option 2, option 2

HQ0248 DFAS Rome	1-800-553-0527
HQ0250 DFAS Rome	1-800-553-0527
HQ0251 DFAS Columbus Navy	1-800-756-4571 - option 2, option 4
HQ0302 DFAS Rome	1-800-553-0527
HQ0303 DFAS Rock Island	1-800-756-4571 - option 2, option 5
HQ0304 DFAS St. Louis	1-800-756-4571 - option 2, option 5
HQ0337 DFAS Columbus North	1-800-756-4571 - option 1
HQ0338 DFAS Columbus South	1-800-756-4571 - option 1
HQ0339 DFAS Columbus West	1-800-756-4571 - option 1
HQ0347 DFAS Indianapolis	1-888-332-7366
HQ0490 DFAS Indianapolis	1-888-332-7366
HQ0672 DFAS Rome	1-800-553-0527
M67443 DFAS Kansas City	1-800-756-4571 - option 2, option 4
N0024B Navy_ERP NAVSEA HQ	1-202-781-3145
N62828 Navy_ERP NSWC Crane	cran_vendorpay@navy.mil
N64142 Navy_ERP NAWCAD	1-732-323-1082
	(Patuxent River, Lakehurst and NAVAIR HQ)
N68732 DFAS Cleveland	1-800-756-4571 option 2 and 4
	(Now pays DFAS Charleston N68892, DFAS Pensacola N68566, DFAS San Diego N68688)
SL4701 DFAS Columbus EBS	1-800-756-4571 option 2 and 2