



## NASA's eInvoicing Solution - Wide Area Workflow (WAWF)

### Accounts Payable Overview

The NASA Shared Services Center (NSSC) assembles, reviews, processes, records, reports, and reconciles commercial and government invoices; issues payments and processes contract letters of credit payables; and, ensures Standard Form (SF) 425 Federal Financial Reports (FFRs) are accurately processed.

NASA is committed to the expedient and accurate payment of invoices. Refer to the [Vendor Payment Information](#) Web page for additional information about invoice payment, tips to avoid delayed payments and answers to questions about payment of invoices.

### E-Invoicing

Electronic billing or electronic bill payment and presentment is when a vendor submits an invoice for payment via a designated Internet website; the customer pays these invoices via an automatic deposit of funds to a designated company account.

### Wide Area Workflow (WAWF)

Wide Area Workflow (WAWF) is a secure Web-based system for electronic invoicing, receipt and acceptance. WAWF allows government vendors to submit and track invoices via the Internet and allows government personnel to process those invoices in a real-time, paperless environment. It is also used by DoD's asset management program office to capture the Unique Identification (UID) of Tangible Items via electronic receiving reports. Unique Identification is the set of data for tangible assets that is globally unique and unambiguous, ensures data integrity and data quality throughout life, and supports multifaceted business applications and end users. (Note: NASA will only be implementing the electronic invoicing and acceptance/approval of invoice functionality).

**Program Overview and Objectives** Currently, NASA processes 80,000 invoices per year (57 percent by email, 35 percent by mail, 6 percent by fax, and 2 percent by File Transfer Protocol). NASA's current invoice payment process requires manual intervention at almost every step in the process.

Manual intervention decreases speed and accuracy and adds to the cost per invoice. For example, invoices are prepared and scanned by document imaging personnel. Invoices submitted in unusual formats are not recognized by the Optical Character Recognition (OCR) software and must be keyed manually. Because OCR software occasionally misreads data, important data elements extracted from each invoice must be checked line by line against the source document. Vendor Payment Processors (VPP's) match invoices with contracts and review invoices to identify elements that may be grounds for rejection. VPP's validate the invoices against contract payment terms and manually key invoice information into System Application and Products (SAP). VPP's route invoices for costing and approval in Accounts Payable Work Management System (AWMS) and/or SAP.

E-Invoicing will simplify NASA's invoice payment process by eliminating many of the manual steps in the current process and providing capabilities that the current systems and processes do not. WAWF interfaces directly with SAP. Because invoices can be submitted by vendors as data elements via a vendor portal or vendor network, OCR can be eliminated over time. Invoices that do not contain the information needed to constitute a proper invoice can be rejected at the source before processing. An electronic invoicing solution can automate the matching of invoice with contracts.

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## Project Status – Implementation Efforts

NASA's implementation of WAWF e-Invoicing solution will roll-out in three phases.

**Phase 1:** Implemented May 6, 2013, including 14 volunteer vendors that are familiar with WAWF and have NASA cost contracts (46 contracts are in scope). Phase 1 includes volunteer vendors with Defense Contract Audit Agency (DCAA)/Defense Contract Management Agency (DCMA) Approved Invoices (Cost vouchers only).

Current Agency Accounts Payable (AP) process will continue to be utilized for all invoices not in scope for this phase. Interface capability will allow vendors to create invoices in WAWF, route to DCAA/DCMA for approval and park/post in SAP once approved by DCAA/DCMA. A new SAP report will be available with detailed information for all invoice records created through the WAWF interface and the current status (i.e., parked, posted, rejected, etc.). WAWF will be the official repository for all invoices submitted beginning in this phase. Invoices are not required to be stored in TechDoc or SAP.

### **Phase 1A: Schedule: Phased-In approach.**

#### **Scope: All remaining cost-type contracts.**

Effective March 31, 2014, NASA implemented e-Invoicing Phase IA and will expand the scope to include all cost type contracts as required by the Department of Defense Federal Acquisition Regulations System (DFARS) change of August 29, 2012. NASA Headquarters [Procurement issued Procurement Information Circular \(PIC\) 14-02](#) to implement Wide Area Workflow (WAWF) on all cost-type contracts to Center Procurement Policy Offices.

The class deviation will provide authority to deviate from the auditor receipt of voucher requirements at NASA FAR Supplement (NFS) 1842.803(b)(1)(D). This class deviation will implement the revised Defense Contract Audit Agency (DCAA) policy and procedures for the submission and pre-payment processing of contractor interim vouchers as delineated in DFARS 242.803 (b) (B) entitled "Disallowing costs after incurrence, auditor receipt of voucher," dated August 29, 2012.

### **Phase 2: Scheduled to go-live (TBD).**

#### **Scope: Includes vendors currently utilizing WAWF.**

Current Agency AP process will continue to be utilized or all invoices not in scope for Phases 1 and 2. Planned Phase 2 capability will allow vendors to create invoices in WAWF, route to DCAA/DCMA or the NASA Contracting Officer or Delegate for approval and park/post in SAP once approved. Additionally, automated invoice rejection functionality will be available. NASA contract information will be available in WAWF/DoD's Electronic Document Access (EDA) system. Business Warehouse (BW) reports will be updated with additional information relative to WAWF implementation.

Below is a list of items that are excluded from the Invoicing Phase 2 Implementation:

- Credit Memos
- FI invoices (non-PO)
- Foreign Vendors
- IPAC (Intra-Governmental Payment and Collection System)
- Intra-agency agreements
- Non-commercial grants
- Outside Buyer Purchase Orders
- Utilities
- Earned Award Fee modifications

### **Phase 3: Scheduled to go-live (TBD).**

#### **Scope: Includes all remaining vendors and invoices supported by WAWF.**

Planned Phase 3 capability will allow for invoice status to be provided to vendors via WAWF. Customized workflow for cost will be available within WAWF or SAP. Use of AWMS will be discontinued for routing of invoices supported by WAWF.

Transitioning to WAWF has many benefits: WAWF will provide vendors with an electronic mechanism to submit invoices; improve payment cycle time, reduce late payments and interest penalties; and, eliminate manual scanning requirements for paper invoices.

### **About the NSSC**

The NSSC provides services across the Agency in five functional areas including: Agency information technology services and selected activities in financial management, human resources, procurement and business support services. The NSSC strives to provide customer-focused, consistent, high-quality, easily-accessible and timely support services.

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