

New WAWF / EDA / CORT Tool / BI Users

Setup

[WAWF Machine Setup](#)

Vendors Getting Started

[WAWF - Getting Started Help](#)

Government and Government Support Contractors Getting Started

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WAWF / EDA / CORT Tool / BI Tool User Registration

[Registration](#)

This presentation provides an overview of DR_983, Vendor GAM Mandate.

This presentation contains audio narrative. Please adjust your volume accordingly.

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[Registration](#)

The user registration process has been updated to enforce that a Vendor GAM must be present for a Vendor's CAGE prior to allowing them to self register.

Click the "Registration" link found under the New User section.

Registration

User Authentication Type >> Data Capture >> Registration Success

* Asterisk indicates required entry.

Note: A security clearance is NOT required to access Wide Area Workflow, Electronic Document Access, Business Intelligence Tool, or Contract Officer Representative Tracking Tool.

What is your user type? *

- Government
- Government Support Contractor
- Vendor

The user selects the Vendor radio button and clicks the "Next" button.

What systems will you be using? * (You must check at least one) true

- WAWF (Wide Area Workflow)
- EDA (Electronic Document Access)
- CORT Tool (Contracting Officer Representative Tracking Tool)
- Business Intelligence Tool

How will you be accessing these systems? *

- User ID \ Password
- Common Access Card
- Software Certificate

Next

Help

Next (access key N)

Registration

User Authentication Type >> Data Capture >> Registration Success

* Asterisk indicates required entry.

User Profile * [\(Edit\)](#)

First Name	Middle Name	Last Name	Organization	Title	Email Address	Mobile Telephone	Commercial Telephone	DSN Telephone	Rank/Grade
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User Authentication * [\(Edit\)](#)

User ID

User Security Questions * [\(Edit\)](#)

Security Question

WAWF Vendor User Roles * [\(Add\)](#)

WAWF Administrative User Roles [Add WAWF Vendor User Roles *](#)

The user can then access the WAWF Vendor User Roles section by clicking the "Add" link.

By clicking the "Register" button below, you agree to the [Information System User Agreement](#).

[Register](#) [Previous](#) [Help](#)

Registration - Add Vendor Role

* Asterisk indicates required entry.

Role *

Vendor

Location Code *

533F0

Extension

Note: Enter in one of the following for Location Code:

CAGE

Contractor DoDAAC

DUNS

DUNS+4

The user selects a Role from the dropdown, enters a Cage Code and selects the "Save" button.



Save

Cancel

Help

Save (access key S)

Registration - Add Vendor Role

* Asterisk indicates required entry.

ERROR: There are no groups in the system for the Location Code '533F0'. Please verify that the Location Code entered is correct, or contact your e-Business POC as listed in the System for Award Management or the WAWF help desk to establish a group for the Location Code.

Please see the [Vendor - Getting Started Help](#) instructions on the [WAWF Homepage](#) for details on how to establish a Group Administrator.

Role *

Vendor

Location Code *

533F0

Extension

Note: Enter in one of the following for Location Code:

CAGE

Contractor DoDAAC

DUNS

DUNS+4

The Cage Code is then verified that it is located within the WAWF group structure.

NOTE: This validation also applies when a Vendor or Administrator attempts to add additional roles. Error messages only contain EBPOC information if it is available in SAM.

Save

Cancel

Help

Registration - Add Vendor Role

* Asterisk indicates required entry.

ERROR: There are no groups in the system for the Parent CAGE Code '1FBG2' of the Contractor DoDAAC entered. Please verify that the Contractor DoDAAC entered is correct, or contact your e-Business POC as listed in the System for Award Management or the WAWF help desk to establish a group for the Parent CAGE Code.

Please see the [Vendor - Getting Started Help](#) instructions on the [WAWF Homepage](#) for details on how to establish a Group Administrator.

Role *

Contractor Property Shipper

Location Code *

EZ2515

Extension

Note: Enter in one of the following for Location Code:

CAGE

Contractor DoDAAC

DUNS

DUNS+4

A Contractor DoDAAC's Parent Cage is verified that it is located within the WAWF group structure.

NOTE: This validation also applies when a Vendor or Administrator attempts to add additional roles.

Registration

User Authentication Type >> Data Capture >> Registration Success

* Asterisk indicates required entry.

IMPORTANT! A CAGE Code will not be activated until a Group Administrator is established to support your organization.
Please see the [Vendor - Getting Started Help](#) instructions on the WAWF Homepage for details on how to establish a Group Administrator.

User Profile * [\(Edit\)](#)

First Name	Middle Name	Last Name	Organization	Title	Email Address	Mobile Telephone	Commercial Telephone	DSN Telephone	Rank/Grade
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User Authentication * [\(Edit\)](#)

User ID

User Security Questions * [\(Edit\)](#)

Security Question

If a user attempts to register for a CAGE that is in the WAWF group structure but currently has Ogden serving as the GAM, a message will be displayed stating that until a GAM is established to support your organization, the CAGE Code will not be activated.

WAWF Vendor User Roles * [\(Add\)](#)

Role	Group	Contractor DoDAAC	CAGE Code	DUNS	DUNS + 4	Extension	Comments	Attachments	Comments/Attachments	Actions
Vendor	OGDEN VENDORS		02MR2	124678454			N	N	View / Add	Delete

WAWF Administrative User Roles [\(Add\)](#)

By clicking the "Register" button below, you agree to the [Information System User Agreement](#).

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Cc:

Subject: WAWF Self Registration has been submitted.

The following information has been submitted to WAWF:

First Name: jane

Last Name: smith

Rank:

Title: wbt

Organization: caci

E-Mail: cmcgarva@caci.com

Phone: 1234567

IMPORTANT! A CAGE Code will not be activated until a Group Administrator is established to support your organization.

Please see the Vendor - Getting Started Help instructions on the WAWF Homepage for details on how to establish a Group Administrator.

Once your access has been activated, you will be logging on with userid and password. Your userid is: carlawbt

You will be notified by email once you have been activated for access to WAWF

If you have any questions, please contact your Group Administrator.

Location Code(s): 02MR2

Group: OGDEN VENDORS / Name: Dick Shafer / Phone: 904-598-5311 / Email: rshafer@caci.com

The Vendor User Registration Email has been updated to include contact information for their Group Administrator(s).

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This concludes the demonstration of DR_983, Vendor GAM Mandate.

[Help](#)