iRAPT, formerly known as Wide Area Workflow (WAWF) is a secure web-based system used by the Department of Defense (DoD) for electronic invoicing and receipt and acceptance. It was initiated by DoD to eliminate paper transactions from the acquisition process. iRAPT allows vendors to submit and track invoices and receipt/acceptance documents over the web and allows government personnel to process invoices in a real-time paperless environment.

Any DoD contract that includes Defense Federal Acquisition Regulation Supplement (DFARS) 252.232-7003 requires iRAPT to be the primary system for submission and processing of electronic payment requests. There are limited exceptions to this requirement and they can be found in the DFARS link above. The use of electronic payment transactions through iRAPT benefits both the government contractor and DoD. Contractor benefits include faster payments, total visibility of document status, secure transactions and elimination of lost or misplaced documents. DoD benefits include improved data accuracy, electronic recording of inspection/acceptance of goods and services and reduction in unmatched disbursements.

Prior to registering for iRAPT, your company must be actively registered in the System for Award Management (SAM) and have the appropriate Electronic Business Point of Contact listed. This person functions as the Group Administrator (GAM) in the Wide Area Workflow eBusiness Suite and is responsible for authorizing access for company personnel.

Your company is assigned a Commercial and Government Entity (CAGE) Code when you register in SAM. The CAGE code must be added to the Wide Area Workflow eBusiness Suite in order to establish a vendor group. This must be done before any company personnel can self-register for any applications within the Wide Area Workflow Business Suite. Applications other than iRAPT include EDA, MyInvoice, IUID and more. You can add your Cage Code by either calling the customer support center at 866-618-5988 or emailing disa.ogden.esd.mbx.cscassig@mail.mil. Once these steps are complete you can begin the registration process at https://wawf.eb.mil/xhtml/unauth/home/login.xhtml.

We highly recommend that you access the on line training site for complete instructions on invoicing through iRAPT. The training site is located at https://wawftraining.eb.mil/wbt/. At this training site you are able to log in as a vendor and learn how to create an invoice and/or receiving report. You will also learn how to submit the invoice for approval by the government acceptor.

Additional training is also available at the Invoice, Receipt, Acceptance and Property Transfer (iRAPT) webinar being held on February 17, 2016 from 10:00 a.m. – Noon. This webinar is being sponsored by the GACO/GCAC PTAC. If you are interested in participating in this webinar, you may register online at http://cupgaco.ecenterdirect.com/ConferenceDetail.action?ID=165.
At this free webinar, David Kern, Procurement Analyst, Tobyhanna Army Depot will discuss how to register to use the system, how to create necessary documents (invoices and acceptance & receiving reports) to be paid on government contracts and how to access MyInvoice to track status of invoices submitted.

For additional information regarding the webinar contact Renee Decker at 724-738-2346 or renee.decker@sr.edu. For general questions on iRAPT please contact your GACO/GCAC office.

iRAPT Frequently Asked Questions

1. What are the minimum hardware and software requirements for using iRAPT?

   Hardware:
   - 233 MHz or more Pentium microprocessor (or equivalent)
   - SVGA Color Monitor (minimum 256 color)
   - 64 MB RAM (minimum)
   - Internet Access (broadband recommended)

   Software:
   - Operating System
     - Windows XP SP3+
     - Windows Vista SP1+ (32-bit and 64-bit OS, all versions)
     - Windows 7 Professional (32-bit and 64-bit OS, all versions)
     - Windows 8 Professional (32-bit and 64-bit OS, all versions)
   - Internet Browser
     - Internet Explorer (128 bit or higher) Version 9.0 or later is recommended

2. Do I need to pay any fees to use iRAPT? No, iRAPT is a DoD program and is free to all users.

3. What are the various roles in iRAPT? The most common roles are Vendors, Acceptors, Cost Voucher Approvers (DCAA), and Pay officials (DFAS).

4. What is a DoDAAC? DoDAAC stands for Department of Defense Activity Address Code. It is a location code used to route documents to the correct government entity.

5. What methods exist for submitting data electronically into iRAPT? There are 4 methods available; interactive web application, mobile device, electronic data interchange and secure file transfer protocol.

6. Who do I contact if I am having difficulties in iRAPT? All technical issues related to WAWF Business Suite should be directed to Ogden Customer Support at 866-618-5988 or disa.ogden.esd.mbx.cscassig@mail.mil (Please reference "WAWF/iRAPT" in subject line).

Upcoming GACO/GCAC Sponsored Events

10/26/16 – GACO/GCAC's 29th Annual Procurement Opportunities Fair, DoubleTree by Hilton Meadowlands, Washington, PA