## PGI 232.7004 Contract clause instructions.

- (b)(1) The clause <u>252.232-7006</u>, Wide Area WorkFlow Payment Instructions, shall be located in the contract administration section of the contract (*e.g.*, Section G).
- (2) Complete paragraph (f)(1)(ii)(A) of the clause, if applicable, by inserting one of the following document types appropriate to the work being performed:
- (i) Invoice and Receiving Report.
- (ii) Navy Shipbuilding Invoice—Fixed Price.
- (iii) Reparables Receiving Report (for repair services).
- (iv) Energy Invoice and Energy Receiving Report.
- (3) Complete paragraph (f)(1)(ii)(B) of the clause, if applicable, by inserting one of the following document types appropriate to the work being performed:
- (i) Invoice and Receiving Report.
- (ii) Invoice 2-in-1 (Services only).
- (iii) Construction and Facilities Management Invoice.
- (iv) Navy Construction/Facilities Management Invoice.
- (v) Telecom Invoice (Contractual).
- (4) Do not use the Combo selection for a receiving report.
- (i) Inspection location: (select either "Source," "Destination," or "Other").
- (ii) Acceptance location: (select either "Source," "Destination," or "Other").
- (5) Complete paragraph (f)(3) of the clause before contract award. Selection of applicable DoDAACs is dependent on the document type and the entitlement system used by the DoD Component.
- (i) To determine applicable DoDAACs, use the guidance for WAWF payment instructions at <a href="https://piee.eb.mil/">https://piee.eb.mil/</a>.
- (ii) If a DoDAAC field is not listed in paragraph (f)(3) Routing Data Table, select "Other DoDAAC(s)" and list the DoDAAC field name(s) as they appear in the WAWF system and applicable DoDAAC(s).
- (iii) When multiple "Ship to" and inspection/acceptance locations" (*i.e.* DoDAACs) exist, enter "See schedule." The corresponding schedule in the contract/order must cite all applicable DoDAACs.
- (iv) Validate DoDAACs using the following resources:
- (A) For inspector, acceptor and local processing office roles, use <a href="https://piee.eb.mil/">https://piee.eb.mil/</a> and click on the "Active DoDAACs & Roles link" in the "Help" section on the home page to validate active DoDAACs and user roles in WAWF.

- (B) For all other DoDAACs, use <a href="https://www.daas.dla.mil/daasing/">https://www.daas.dla.mil/daasing/</a>.
- (6) Complete paragraph (g) by entering the WAWF point of contact information for the contracting activity, if applicable. List parties to be notified of document submission.

**Parent topic:** PGI 232.70 -ELECTRONIC SUBMISSION AND PROCESSING OF PAYMENT REQUESTS AND RECEIVING REPORTS