

INFORMATION PAPER

CEFC-F
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SUBJECT: Web Invoicing System (WInS)

1. **PURPOSE:** To provide the USACE Principal Assistant Responsible for Contracting with background and status on WInS.

2. **BACKGROUND:**

a. The Web Invoicing System (WInS) is an online invoicing system and provides Department of Defense vendors an electronic means of submitting invoices for payment. The Defense Finance and Accounting Service (DFAS) Electronic Commerce Office developed WInS. WInS will help USACE to meet the federal government's overall goal to streamline information flow while increasing the speed and quality of the payment process.

b. WInS provides the capability for USACE vendors to enter invoices into an electronic online system rather than mailing invoices. The USACE Finance Center (UFC) partnered with and obtained permission from DFAS to adapt WInS for USACE use.

3. **FACTS:**

a. Phase I of the USACE implementation of WInS is the programming and development of data entry screens tailored to USACE financial requirements. Vendors will be able to enter invoices and monitor the status of invoices using WInS. Phase I enables vendors to electronically submit their invoices to USACE payment offices (UFC and Pacific Ocean Division). USACE payment offices must print the invoices and then enter the invoices into CEFMS. Invoices for Purchase Orders and Contracts can be processed using Wins. However, payment estimates for contract performance (ENG Form 93), utilities and leases will not be processed through WinS.

b. Phase II of WInS implementation for USACE is the total automation of the invoice system. In Phase II, invoices will be electronically downloaded from WInS to CEFMS for processing and payment. CEFMS will upload payment information to WInS and update the status of the invoices. Vendors will be able to monitor payment status of their invoices electronically; i.e., view the invoice status at any time.

4. **CURRENT STATUS:** Phase I is scheduled for implementation in Spring 2002. We are developing implementation procedures and guidelines.

5. **APPROVED BY:** Thomas L. Brockman, Jr., Director, USACE Finance Center.

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