General Fund

Enterprise Business System (GFEBS)

Supplier Self-Services (SUS) Vendor Training for Value Based Contracts

Last Updated 28 Dec 2016

ASA (FM&C)

US ARMY
PEO EIS
PEO ENTERPRISE INFORMATION SYSTEMS

Vendor Training Table of Contents

What is Supplier Self-Services (SUS)?

- **SUS is a Vendor Portal**
  - **Maintains WAWF as the single face to industry for DoD invoicing**
    - User ID management and secure provisioning by CAGE remains in WAWF
    - Seamlessly logs vendor into SUS based on assigned Pay Office
    - "One-Stop" interface developed by WAWF
    - Summary data updated in WAWF for a consolidated view for all of DoD
  - **Utilizes standard GFEBS functionality**
    - Improves Army end-to-end visibility and auditability
  - **Defaults GFEBS PO obligation data to the vendor**
    - Pre-populates vendor invoice data with pre-validated GFEBS data
      - Allows for identification of errors early in the process
        - Vendors to validate PO accurately reflects contract terms immediately after award
      - Vendor input restricted to prevent conflict with contract
        - i.e., can input Quantity, but cannot change fields like Unit of Measure or Unit Price
    - Provides vendor integrated visibility of open amount and real-time invoice processing status
    - Prevents delay in acceptance posting in GFEBS
    - Eliminates manual intervention to improve auditability
    - Reduces interest penalties

Vendor System Requirements

- **Internet Access**

- **Must use Internet Explorer**
  - **Under 	or Tools, select Compatibility View Settings**
    - Add "Army.mil"
    - Close all sessions of Internet Explorer and re-open to re-initialize

- **WAWF user id**
  - **Ensure id used is assigned to CAGE code for SUS contract award**
  - **If you are a new user, please navigate to the following website to establish a new vendor account**
    - https://wawf.eb.mil/ or call 1-866-618-5988
  - **Pay Office on contract is assigned HQ0678 for Army GFEBS SUS**
    - Will route user from WAWF to GFEBS SUS vendor portal

WAWF/SUS Log On Instructions

WideAreaWorkFlow
e-Business Suite 5.7.3

Privacy Statement

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WARNING!

Please DO NOT use the browser BACK BUTTON within the Wide Area Workflow eBusiness Suite applications, the use of the browser's BACK BUTTON is not supported within the Wide Area Workflow eBusiness Suite applications. Use of this button will cause the loss of data not yet saved to the server and will result in the applications not performing as intended. DO NOT use the backspace key in any uneditable field, as this will function as the back button, where they exist, use the PREVIOUS or CANCEL buttons to return to a previous page within the Wide Area Workflow eBusiness Suite applications. The security accreditation level of the applications are Unclassified FOUO and below, do not process, store, or transmit information classified above the accreditation level of this system.

Accept ①

Steps 1-11 are same for normal WAWF login to complete invoice entry

Log into WAWF as normal by clicking the "Accept" button ①

NOTE: WAWF is the official DoD system point of entry to industry for submitting invoices.
WAWF will direct user to SUS in step 12.

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WideAreaWorkFlow
e-Business Suite 5.7.3

Register ✏

Help/Training 📂

Certificate Login

Certificate Login

User ID Login

User ID

TESTVENDOR2

Password

●●●●●●●●●●●●●●

Login ②

Forgot your User ID? Forgot your Password?

System Messages

(2015-08-27 00:00:00) System: All Subject: WAWF Training Action Required! Critical! Message For: All Users
The WAWF training site is now available. Please now use the regular training site https://wawftraining.eb.mil

(2015-07-17 00:00:00) System: All Subject: CORT Tool Message For: All Users
The Army migration to the CORT Tool has been delayed. The PMO will be deactivating the Army structure on 7/17/2015. Army CORT Tool users should delay their registration/request for access until after Oct 1, 2015. In the instance that immediate access is required prior to Oct 1, 2015 please call the WAWF Help Desk at 1 866 618-5988. Your contact information will be provided to the CORT PMO for consideration to approve access under OSD.

(2015-06-08 00:00:00) System: All Subject: WAWF eBusiness Suite Assistance Action Required! Message For: All Users
For assistance with the WAWF e-Business Suite, refer to 'Government Customer

iRAPT   EDA   myInvoice   IUID   CORT TOOL   eMIPR   MRS   NCCS   Contract Closeout

Enter WAWF user ID and password and click "Login" ②
Management of allowed WAWF users remains with WAWF administrator
If you are a new user and need a User ID and password, see slide #4 for instructions.

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Select "**iRAPT**" ③

iRAPT (formerly WAWF)

| User | Vendor | Documentation | Lookup | Exit |

Create Document ④

History Folder

Rejected Receiving Reports Folder

Rejected Invoices Folder

Correction Required Folder

Documentation Required Folder

Saved Documents Folder

Pure Edge Folder

Welcome to Invoicing, Receipt, Acceptance, and Property Transfer (iRAPT)!
This application was formerly known as Wide Area Workflow (WAWF).
Please start by selecting one of the links from the menu above.

Help

Once in iRAPT, select "**Vendor**" and "**Create Document**" ④

User   Vendor   Documentation   Lookup   Logout

Vendor - Create Document

Contract >> Pay DoDAAC

INFO: The contract data can not be validated against the contract in DoD EDA. EDA may be down at this time.

Contractual	Reference Procurement Identifier	Contract Number Type	Contract Number	Delivery Order	CAGE	DUNS	DUNS + 4	Extension	Pay Official *
Y		DoD Contract (FAR)	XXXXXXXXXXX		XXXX	XXXXXXXX			HQ0678 ⑩

* = Required Fields

DoD Contract (FAR)

> If CLINs are listed, **do not** double click to go into CLIN details, select "Next"

⑪

[Next]   [Previous]   [Reset]   [Help]

Validate Pay Official field = HQ0678 ⑩ ; if not – contact your Contracting Office POC.
When "HQ0678", system will direct to GFEBSP2P for SUS invoice entry instead of WAWF.
Select "**Next**". ⑪

iRAPT (formerly WAWF)

User | Vendor | Documentation | Lookup | Logout

Vendor - Create Document

Contract >> Pay DoDAAC

Contractual	Reference Procurement Identifier	Contract Number Type	Contract Number	Delivery Order	CAGE	DUNS	DUNS + 4	Extension	Pay Official *
Y		DoD Contract (FAR)	XXXXXXXXXX		XXX4	XXXXXXX			HQ0678

* = Required Fields

The entered Pay DoDAAC (HQ0678) designates GFEBSP2P as the payment system. GFEBSP2P is part of the Department of Defense's Procure-to-Pay initiative.

Please click below to enter GFEBSP2P to create your document

[Open GFEBSP2P in new window] (12)

Red Messages above are displayed to identify pilot
NOTE: SUS is a component of the Army Procure-to-Pay (P2P) pilot

[Next] [Previous] [Reset] [Help]

Select "**Open GFEBSP2P in new window**" (12)

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You are being re-directed to SUS Application

Standard Mandatory DoD Notice and Consent Banner

Dated/Effective:May9,2008

You are accessing a U.S. Government (USG) information system (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions: - The USG routinely intercepts and monitors communications occurring on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations. - At any time, the USG may inspect and seize data stored on this IS. - Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose. - This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy. - Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

Press "OK" if you agree. Press "Cancel" if you disagree.

SUS OMB Control No. 0702-0126

Expiration: 02/28/2017

⑬ OK Cancel

Read notice and select "**OK**" ⑬ to be directed to SUS

SUS Screen Shot Instructions

3 Steps to Submit Invoice in SUS for Value Based

1. **"Process" to acknowledge SUS system matches contract**
   - Only required for initial award or if award modified
   - Goal is to ensure system correctly captures contract award or modification

2. **"Create Confirmation" of value or service provided**
   - Notifies government what you delivered

3. **"Create/Send E-Invoice" to match Confirmation**
   - Sends invoice to DFAS Accounts Payable (A/P) for payment

SUS Pilot prepopulates contract information enabling faster payment to vendor.

Step 1a. PO Acknowledgment

- Contract number entered in WAWF (*step #7, slide 8*) will auto-direct user to the associated SUS Purchase Order (PO) document.
- PO data is replicated from Army GFEBS (accounting and entitlement system) to SUS for vendor to confirm goods delivered or services performed & create invoice.

1a. Compare SUS PO to PDF of contract award.

If no discrepancies, select "**Process**" to prepare Acknowledgment.

If a discrepancy, call the Contracting Officer listed on the contract award.

NOTE: "**Process**" button appears for a new or changed contract/PO.
Must acknowledge (or reject) each line prior to creating follow-on documents.

Basic (or header) data shown above comes from awarded contract

Step 1b. PO Acknowledgment

- PO will show 2-3 lines for each service CLIN with unit of measure AU (activity unit) and amount
- Review PO CLIN data to make sure amount matches award

1b. If any lines show on PO that were fully invoiced in WAWF, see slide #38 for further instructions on how to <u>first</u> reject those lines by CLIN.

If all lines are correct, select "**Confirm all items**" to see GREEN CHECKs.

Step 1c. PO Acknowledgment

1c. Verify status updated to "**Confirmed**", then select "**Send**" to submit.

Step 2a. Create Confirmation for Quantity or Amount

Supplier Self-Services

Home | Find | Help | FAQ | Log off

Find Supplier > List of Suppliers > Start Page > List of Purchase Orders > Display Purchase Order

ⓘ Info: Your changes have been adopted successfully

Purchase Order: 4550000601

Create Confirmation | Display History | Display Document Flow | 🖨 Print | Download

Communication and Collaboration

General Information

Basic Data

Purchase Order ID:	4550000601
Number:	1000001191
Name:	W37HES16C0325
Date:	08/01/2016
Status:	Confirmed

Follow-On Documents:

1 Purchase Order Response — 2 Confirmation — 3 Invoice

Terms of Payment

Payment in Days	Discount in %
30	

Terms of Delivery

Incoterm	Location

Item Overview

Expand All | Collapse All

	Number	CLIN	SLIN	ACRN	Status	Product	Short Text	PO Quantity	Purchase Order ...	Confirmed Quantity	Required on	Confirmed for
▼	1	0001	AA	AA	Confirmed		Mowing	1.000 Activ.unit	50,000.00 USD	1.000 Activ.unit	09/19/2016	09/19/2016
∟	1 .1	0001	AA	AA	Confirmed		Mowing	5,000 Acre	50,000.00 USD	5,000 Acre		
▼	2	0002	AB	AA	Confirmed		Trimming	1.000 Activ.unit	30,000.00 USD	1.000 Activ.unit	09/19/2016	09/19/2016
∟	2 .1	0002	AB	AA	Confirmed		Trimming	30,000.000 Activ.unit	30,000.00 USD	30,000.000 Activ.unit		

Net Value (Unconfirmed Items)   0.00 USD
Net Value (Confirmed Items)   80,000.00 USD
Net Value (Total of all Items)   80,000.00 USD

Partner Information

Partner	Number	Name	Street	House Number	PostCode	City	Telephone	Fax	E-mail
Sold-to Party	259	UNITED STATE							
Ship									

Verify message shown at the top of page indicates a successful posting.

NOTE: Yellow warning messages can be ignored.

2a. Next step, select "**Create Confirmation**".
This action creates document similar to WAWF Receiving Report.

Step 2b. Create Confirmation for Quantity or Amount

2b. If a service CLIN is included, you **MUST** enter the period of service performed (e.g. 1 – 31 Dec 2016 or Dec 2016) for payment certification.

Provide any other short text information that is helpful to your acceptor, but you must email any attachments directly.

Step 2c/d. Confirmation for Quantity or Amount

Option: If you are unsure of quantity or amount remaining on the CLIN, click the **Item Selection** and **"Propose Outstanding Quantities"** button to default the Open amount.

2c. Enter Quantity provided

If CLIN unit of measure is "**Activ.unit**" (or Job), enter **dollar value** of service performed in quantity field.
If CLIN unit of measure is "**Months, Hours, etc.**", enter **quantity** of service performed in quantity field.

2d. Verify entries for all CLINs, and select "**Confirm**" to send the confirmation to acceptor.

NOTES:
- **Do not** change the defaulted 40000* Number.
- Common error is to enter "1" for quantity when unit is "Activ.unit". This is a Confirmation of only $1.00.
- If you select "SAVE", confirmation is **NOT** sent to acceptor, but saved in SUS for later submission or cancellation.
- Acceptor will be notified via email the following morning.
- If you are required to send acceptor attachments, you must send an email with attachments directly to acceptor listed on contract .

Step 3a. Create E-Invoice

Verify message shown at the top of page indicates a successful posting.

NOTE: Yellow warning messages can be ignored.

3a. Next step, select "**Create Invoice**"

ALERT

Invoice data is defaulted from the submitted Confirmation.
DO NOT change Quantity or Net Value on the invoice because it must match Confirmation for payment certification.

If invoice is incorrect, select "**Cancel**" before sending invoice, then go back and "**Cancel Confirmation**".
Create a new Confirmation for the corrected quantity delivered, then submit a matching invoice.

Step 3b/c. Create E-Invoice

Message to Purchaser

1 – 31 Dec, 2016

Attachments

Add Attachment

No Attachments Available

General Information

Basic Data

Number:	5000000931
Name:	W37HES16D04112016
Date:	08/02/2016
External Reference No.:	4550000437
Status:	In Process
Unplanned Delivery Costs:	

Terms of Payment

Payment in Days	Discount in %

Purchasing Vendor	Invoicing Party
SUSQ0411	SUSQ0411

Item Overview

Number	CLIN	SLIN	ACRN	Product Type	Product
10	0002	BC	BB		

Partner Information

Partner	Number	Name	Street	House Number	PostCode	City	Telephone	Fax	E-mail
Sold-to Party	259	UNITED STATE							
Ship-To Address	259	0008 PO BN. B CO AB	BLDG J2050 COOK ST		28310-5000	FT BRAGG			

3b. Populate "Message to Purchaser" with the period service performed or additional info to DFAS A/P. Should be similar to info on the Confirmation to your acceptor (Refer to Step 2b, Slide #20).

NOTE:
- **REQUIRED** for payment certification if multiple service invoices are submitted against the contract, e.g., enter 1-31 Dec 2016 or Dec 2016.

- Attachments are not currently allowed in SUS, email directly to acceptor.

3c. A system generated sequential Number is assigned to the invoice.

Optional: You may change the defaulted sequential Number to your internal vendor reference number to help you recognize your payment. The Number will be on the payment addenda record. Number must be unique, so suggest to begin with your 5 digit vendor CAGE code assigned in System for Award Management (SAM), i.e., 1A234-1000 where 1A234 is the CAGE and 1000 is your internal reference number.

Step 3d. Create E-Invoice

Find Supplier > List of Suppliers > Start Page > List of Purchase Orders > Display Purchase Order > Display Confirmation > Process Invoice

Process Invoice: 5000000931

Send | Save | Cancel | Update Prices | Print | Download

Communication and Collaboration

3d. When Gross Price is verified, select "**Send**" to send the document to DFAS A/P.

NOTE:
If "SAVE", document is **NOT** sent to DFAS A/P, but saved in SUS for later submission or cancellation.

General Information

Basic Data

Number:	5000000931
Name:	W37HES16D04112016
Date:	08/02/2016
External Reference No.:	4550000437
Status:	In Process

Unplanned Delivery Costs: 0.00 USD

Purchasing Vendor	Invoicing Party
SUSQ0411	SUSQ0411

Terms of Payment

Payment in Days	Discount in %
30	0.000
0	0.000
0	

Item Overview

Number	CLIN	SLIN	ACRN	Product Type	Product	Description	Quantity	Unit of Measure	Net Value	Tax	External Referen...	Purchase Order I...	
10	0002	BC	BB			160411 SUS Ser..	1.000	Activ.unit	500.00 USD	Tax Exempt	4550000437	0000000020	🗑

Net Value	500.00 USD
Unplanned Delivery Costs	0.00 USD
Tax	0.00 USD
Gross Price	500.00 USD

NOTE:
DO NOT change Quantity or Net Value on invoice since it <u>must</u> match Confirmation for payment certification.
DO NOT enter "Unplanned Delivery Costs" since delivery costs must have a separate funded CLIN.
Scroll down to enter payment terms for discounts offered if included on awarded contract.

If Quantity or Net Value is incorrect, "**Cancel**" and do not send invoice.
Go back to "**Cancel Confirmation**" and notify Acceptor to reject.
Must "**Create Confirmation**" again for the corrected quantity delivered, then submit a matching invoice.

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Step 3e. Create E-Invoice

Find Supplier > List of Suppliers > Start Page > List of Purchase Orders > Display Purchase Order > Dis

Info: Your changes have been adopted successfully ⬅

Display Invoice: 5000000931

Set Status | Copy | Create Credit Memo | Display Document Flow | Print | Download

Communication and Collaboration

General Information

Basic Data

Number:	5000000931
Name:	W37HES16D04112016
Date:	08/02/2016
External Reference No.:	4550000437
Status:	Document Sent
Status (New):	Accepted by Customer ▼
Unplanned Delivery Costs:	0.00 USD

Purchasing Vendor	Invoicing Party
SUSQ0411	SUSQ0411

Verify message shown at the top of page indicates a successful posting.

NOTE: Yellow warning messages can be ignored.

3e. SUS notification to Acceptor and invoice submission complete.

NOTE:
Status = "**Accepted by Customer**" means successfully sent to GFEBS. No need to change.
Acceptor is notified of Inbound Delivery created from Confirmation submitted after nightly background job.
Email acceptor with any required attachments or to notify earlier than next day of submitted documents.
Acceptor should post acceptance (or rejection) within 7 days per the DFARS.
Notification of acceptance should be received via WAWF email and shown in "**Display Document Flow**" (see examples in appendix).

Verify Documents Posted

Check Payment Status

Printing & Saving SUS Documents

Create Credit Memo to Cancel Invoice

Verify Documents Posted

Supplier Self-Services

Home | Find | Help | FAQ | Log off

Find Supplier > List of Suppliers > Start Page

Purchase Order ▼   🔍 Search

Advanced Search

All Purchase Orders
New (0)
In Process (0)
Confirmed

All Sched.Agreemt Releases
New (0)
In Process (0)

All ASNs
Create

All Confirmations
Accepted
Partially Accepted
Rejected

All Goods Receipts

All Canceled Goods Receipts

All Return Deliveries

All Invoices and Credit Memos
Accepted
Rejected
Create

Select "**Home**"
Select "**All Invoices and Credit Memos**" to view listing of documents and status
Select "**All Purchase Orders**" to view listing of PO documents

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Display Document Flow

Find Supplier > **List of Suppliers** > **Start Page** > **List of Purchase Orders** > **Display Purchase Order** > **Display Confirmation** > **Display Invoice**

Info: Your changes have been adopted successfully

Display Invoice: 5000000931

Set Status | Copy | Create Credit Memo | **Display Document Flow** | Print | Download

Communication and Collaboration

General Information

Basic Data

Number:	5000000931
Name:	W37HES16D04112016
Date:	08/02/2016
External Reference No.:	4550000437
Status:	Document Sent
Status (New):	Accepted by Customer
Unplanned Delivery Costs:	0.00 USD

Terms of Payment

Payment in Days	Discount in %
30	0.000
0	0.000
0	

Purchasing Vendor	Invoicing Party
SUSQ0411	SUSQ0411

Supplier Self-Services   Home | Find | Help | FAQ | Log off

Find Supplier > List of Suppliers > Start Page > List of Purchase Orders > Display Purchase Order > Display Document Flow

Document Flow

Back

Document Type	Number	Document Name	Document Date	Status	Total Value
Purchase Order	1000000971	W37HES16D04112016	04/11/2016	Confirmed	1,516.65 USD
Shipping Notif.	3000000731	W37HES16D04112016	04/11/2016	Sent	0.00
Invoice	5000000791	W37HES16D04112016	04/11/2016	Document Sent	1.11 USD
Confirmation	4000002171	W37HES16D04112016	04/11/2016	Accepted by Customer	3.00 USD
Invoice	5000000792	W37HES16D04112016	04/11/2016	Document Sent	3.00 USD
Goods Receipt	4000002172	W37HES16D04112016	04/11/2016	New	1.11 USD
Shipping Notif.	3000000942	W37HES16D04112016	08/02/2016	Sent	0.00
Invoice	5000000930	W37HES16D04112016	08/02/2016	Document Sent	4.44 USD

NOTES:
Lists all documents posted against the PO.
If document status "**In Process**", document is **NOT** sent, but saved in SUS for later submission or cancellation.
If no documents are shown, ensure "army.mil" is added to Internet Explorer > Compatibility View Settings.
To refresh, select Home > Display All Purchase Orders, select PO and "**Display Document Flow**".

SUS "Check Payment Status"

Select Invoice from listing to Display Invoice.
Scroll down and select "**Check Payment Status**" for real-time status.

Terms of Payment

Date	Invoiced Amount	Paid Amount	ECC FI Document	Invoice Pymt Status	Check/EFT Date	Check/EFT #	Replacement Date	Replacement Chk No
Payment may not yet have been made								

Check Payment Status

Invoice will show "**Submitted**" with GFEBS document number

Payment Status

Date	Invoiced Amount	Paid Amount	Status	ECC FI Document	Invoice Pymt Status	Check/EFT Date	Check/EFT #	Replacement Date	Replacement Chk No
03/05/2012	2,485.95 USD	2,485.95 USD	Open	5105601751	Submitted				

Check Payment Status

After certified for payment and disbursed, SUS Display Invoice Pymt Status is
"**PAID**" with date and EFT payment reference/TRACE number

Terms of Payment

Date	Invoiced Amount	Paid Amount	Status	ECC FI Document	Invoice Pymt Status	Check/EFT Date	Check/EFT #	Replacement Date	Replacement Chk No
03/05/2012	2,485.95 USD	2,485.95 USD	Paid	5105601751	PAID	03/05/2012	08881234		

Check Payment Status

Printing or Saving SUS Documents

Optional: Select "**Print**" to view/save a PDF of your shipping document or invoice

SAP®

Supplier Inc.
5555 Kingstowne Village Parkway
ALEXANDRIA VA 12345
USA

Shipping notification

Information
Description:	W37HES16D04112016
Shipping notification number:	3000000942
Date:	08/02/2016
Contact person:	Supplier Inc.
Telephone:	123-123-5678
Fax:	
E-mail:	supplier@mail.mil

Ship-to address
UNITED STATE
0000000259
USA

Delivery information
Bill of lading	**Means of transport**	**Transport ID**
Delivery date	**Delivery time**	**Shipping date**
08/02/2016	08:00:00	08/02/2016

Shipping notification details

Item	Product number	Description	Product type	Revision level	Quantity	Unit
	Order number/item	Supplier product no.				
10		160411 SUS Item	Material		4	EA
	4550000437/0000000010					

Example of PDF for ASN

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Creating a Credit Memo to Cancel Invoice

Display Invoice and select "**Create Credit Memo**" to cancel an invoice

Sequential Number will default.
Change to original invoice number + "CM"
i.e., 5000000932-CM, 1A234-1000-CM, etc.

Select "**Send**" to send Credit Memo to DFAS A/P to clear against the invoice

SUS Support Contact Information

For Technical SUS help, contact the GFEBS Helpdesk:
army.gfebs.helpdesk@mail.mil or 866-757-9771

SUS Pilot Support team:
usarmy.pentagon.hqda-asa-fm.mbx.sus@mail.mil

WAWF Vendor History Folder
&
Notification

WAWF Vendor History Folder

WAWF vendor folder is updated hourly
Will show Invoice status "**Processed**" meaning posted in Accounting & Entitlement system
Will show Receiving Report status as "**Submitted**"

Wide Area Workflow 5.2

User | Vendor | Documentation | Lookup | Logout

Vendor Documents from Active Folder for 'XXXXX' (2 items, sorted by Contract Number)

Item	System	Type	Vendor (Payee)	DUNS	DUNS+4	Ext	Contract Number▲	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	Purge	Recall	Void	Pack/Transportation	Invoice Number	Submitted	Received	Status
1	GFEBSP2P	Invoice	XXXXX	XXXXXXX			XXXXXXXXXXX2											5000000100		2012-03-06	Processed
2	GFEBSP2P	Receiving Report	XXXXX	XXXXXXX			XXXXXXXXXXX2		4000000233	2012-03-06			Submitted								

WAWF Receiving Report status updated "**Accepted**" when Acceptor posts in GFEBS

Wide Area Workflow 5.2

User | Vendor | Documentation | Lookup | Logout

Vendor Documents from Active Folder for 'XXXXX' (1 items, sorted by Contract Number)

Item	System	Type	Vendor (Payee)	DUNS	DUNS+4	Ext	Contract Number▲	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status
1	GFEBSP2P	Receiving Report	XXXX	XXXXXXX			XXXXXXXXXXX2		4000000233	2012-03-06		2012-03-06	Accepted

Within approximately 1 hour, should receive E-Mail from WAWF providing Confirmation #

From: RA2NOREPLY@ecedi.nit.disa.mil [RA2NOREPLY@ecedi.nit.disa.mil]
Sent: Tuesday, March 06, 2012 12:59 PM
To:
Subject: XXXXXXXXXXXX2 XXXXXXXRR\4000000233\\GFEBSP2P\Accepted

Action System: GFEBSP2P

Document Type: Receiving Report

Acceptance Date: 2012-03-06T00:00:00.000 0000

Processed Date:

Contract Number: XXXXXXXXXXXX2

Delivery Order:

Vendor CAGE\Ext: XXXXXX

Shipment Number: 4000000233

Shipment Date:

Invoice Number:

Invoice Date:

Has been Accepted on . Status is Accepted.

Thank you for your prompt attention.

Access the site at https://python.nit.disa.mil

THIS IS A SYSTEM GENERATED EMAIL MESSAGE, PLEASE DO NOT RESPOND TO THIS EMAIL.

E-Mail from WAWF to vendor showing Invoice Posted in WAWF History

From: RA2NOREPLY@ecedi.nit.disa.mil [RA2NOREPLY@ecedi.nit.disa.mil]
Sent: Tuesday, March 06, 2012 3:21 PM
To:
Subject: XXXXXXXXXXXX XXXXX \CI\\5000000100\GFEBSP2P\Processed

Action System: GFEBSP2P

Document Type: Invoice

Acceptance Date:

Processed Date:

Contract Number: XXXXXXXXXXXX

Delivery Order:

Vendor CAGE\Ext: XXXXX

Shipment Number:

Shipment Date:

Invoice Number: CAGE-123456

Invoice Date: 2012-03-06

Has been Processed on . Status is Processed.   Meaning posted in the Accounting & Entitlement system

Thank you for your prompt attention.

Access the site at https://python.nit.disa.mil

THIS IS A SYSTEM GENERATED EMAIL MESSAGE, PLEASE DO NOT RESPOND TO THIS EMAIL.

Step 1b. PO Acknowledgment

NOTE: If any lines shown on SUS PO were fully invoiced in WAWF, must first:
- select "**Reject**" (RED X) in Item Overview section below for each closed CLIN
- Click "**Send**"
- Then continue with acknowledge/Confirm All Items shown on slide #17.

Red X to "Reject"