General Fund Enterprise Business System (GFEBS)

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

Last Updated 28 Dec 2016





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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
 - o Allows for identification of errors early in the process
 - Vendors to validate PO accurately reflects contract terms immediately after award
 - o 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

 Inder Index Index
 - 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
 - <u>https://wawf.eb.mil/</u> 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



Privacy Statement

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.

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

teps 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.



e-Business Suite 5.7.3

Register 🖌

NCCS

MRS

Contract

Closeout

Help/Training 🚈

Certificate Login
Certificate Login
lines ID Lesis
User ID Login
User ID
TESTVENDOR2
Password
•••••
Login Forgot your User ID? Forgot your Password?

RAP

EDA

myInvoice

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

eMIPR

Enter WAWF user ID and password and click "Login" 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.

IUID

CORT

TOOL

WideAreaWorkFlow

e-Business Suite 5.7.3



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User Security -

Welcome to Wide Area Work Flow e-Business Suite



Electronic Document Access

System Messages



L User ID:

and the second	ndor Document	tation Look	p Exit	
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Reje	jected Invoices ider			
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iRAPT (formerly WAWF)				
User Vendor Ogcumentation Lookup Exit				
Vendor - Create Document				
Contract Info				
CAGE Code / DUNS / DUNS+4 / Ext.* Contractu	al?* Contract Number Type	Contract Number *	Delivery Order	From Template? *
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Contract Number tegins with Delivery Order tegin	a with Issue/Submitted Date	IssuerSubmitted Date End	Populate From	
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[*] Advanced Search Criteria for iRAPT				
NOTE You must either enter a Constant Number or select i	one from the pearch results			
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(9)				
Next Reset Help				

Vendor CAGE / DUNS number (5) defaults from logon, verify matches award Enter contract number type (6), contract number (7) and delivery order (*if applicable for A or D contracts*) (8). Select "**Next**" (9)

iRA	PT (fa	rmerly WA	WF)									
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Contra	ict >> Pa	y DoDAAC										
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Select "Next". 11

NEW SCREEN

iRAPT (fe	ormerly WA	WF)								
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Next Previo	ous Reset Helj	P								

Select "Open GFEBSP2P in new window" 12



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

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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 ۲ 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.

Supplier Self-Se	ervices	Home Find F	Help FAQ Log off	THE A							- THE	SAP	
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Partner	Number		Name	Street	House Number	PostCo	de	City	Telephone	Fax	E-	mail	
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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

Durahana Ordan 4550000601	
Send Save Cancel Update Prices Display History BPrint Download	
Communication and Collaboration	
	Attachments
	Ø Add Attachment
	No Attachments Available
General Information	
Basic Data	Terms of Payment
Purchase Order ID: 4550000601	Payment in Days Discount in %
1b. If any lines show on PU that we	re fully involced in VVAVVF, see slide #38
Name:	
Date: TOT TURTNER INSTRUCTIONS ON NOW TO TIPS	st reject those lines by CLIN.
Status:	- , ,
Follow-On Docum	
IT all lines are correct, select " Contir	m all items" to see GREEN CHECKS.
Purchase Order	
Response	
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	Net Value (Confirmed items) 00,000.00 OSD
	Net Value (Total of all Items) 80,000.00 USD
Partner Information	
Partner Number Name Street House Number	PostCode City Telephone Fax E-mail
Partner Number Name Street House Number Sold-to Party 259 UNITED STATE	PostCode City Telephone Fax E-mail

Step 1c. PO Acknowledgment

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Item Overview	Verify	statu:	S UD(dated to	o " C	Confi	rmec	l", the	en sel	ect "	Send	d " to s	subm	nit.
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Hen Overview Confirm All Items	Verify Reject All Items to Re hber CLIN 0001	status eset All Items 14 SLIN AA	Expand All of C ACRN AA		o " C	Status Confirmed	rmec	I", the	PO Quantity 1.000 Activ unit	ect "	Senc	J'' tO s	SUDT Required on	Confirmed for 09/19/2016
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tem Overview Confirm All Items & Confirm All Items & I L L L L L L Z L Z L Z Z Z Z Z Z Z Z Z	Verify Reject All Items to Re nber CLIN 0001 0002 0002 0002 0002 0002	Status	Expand All Pr C	Collapse All	O "C	Status Confirmed Confirmed Confirmed Confirmed	Product Product Net Value (Ur Net Value (Co Net Value (To PostCode	Not Text Moving Moving Trimming Trimming confirmed Items) infirmed Items) ital of all Items)	PO Quantity 1.000 Activ.unit 5.000 Activ 1.000 Activ	Purchase Or 50,000 00 USD 30,000 00 USD 30,000 00 USD	Senc Confirmed Q 1.000 5,000 1.000 30,000 000	Unit of Measure Activ.unit Activ.unit Activ.unit 80,000 00 80,000 00	Required on	Confirmed for 09/19/2016

Step 2a. Create Confirmation for Quantity or Amount

Info: Your change Purchase Order: 45 Create Confirmation	of Suppliers > Start Page ages have been adopted : 550000601 Display History Displ ion and Collaboration	> List of Purchase Orders > [successfully ay Document Flow Print	Display Purchase Order	Verif indic NOTE	y mess ates a s : Yellow w	age sh Succes ^{/arning m}	own at sful pos nessages	the top sting. can be iç	o of pag	le	
General Inform	mation										
Basic Data	<u> </u>						Terms	s of Payment			
Purchase Order	er ID:	45500	00601				Paym 30	ient in Days	Dis	scount in %	
Number:	\	10000	01191				50				
Name:		W37H	ES16C0325								
Date:		08/01/	2016				-	(D.)"			
Status:	· · · ·	Confir	med				lerms	s of Delivery		action	
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₩1 Purchase Order Respons	2 se Confirmation se	3					1				
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 Image: Purchass Order Respons Item Overview ► Expand All F[*] 	2 se Confirmation se Collapse All Number	CLIN SLIN	ACRN	Status Confirmed	Product	Short Text Mowing	PO Quantity 1.000Activ.unit	Purchase Order 50.000.00 USD	Confirmed Quantity 1.000 Activ. unit	Required on 09/19/2016	Confirmed for 09/19/2016
	2 se Confirmation se Collapse All Number 1 1.1	3	ACRN AA AA	Status Confirmed Confirmed	Product	Short Text Mowing Mowing	PO Quantity 1.000 Activ.unit 5,000 Acre	Purchase Order 50,000.00 USD 50,000.00 USD	Confirmed Quantity 1.000 Activ. unit 5,000 Acre	Required on 09/19/2016	Confirmed for 09/19/2016
H H Purchass Order Respons Item Overview Expand All F L . .	2 se Confirmation se Collapse All Number 1 1.1 2 2.2	3	ACRN AA AA AA	Status Confirmed Confirmed Confirmed	Product	Short Text Mowing Trimming	PO Quantity 1.000 Activ.unit 5,000 Activ.unit 20 000 000 Activ.unit	Purchase Order 50,000.00 USD 50,000.00 USD 30,000.00 USD	Confirmed Quantity 1.000 Activ.unit 5,000 Acre 1.000 Activ.unit	Required on 09/19/2016 09/19/2016	Confirmed for 09/19/2016 09/19/2016
	2 se Confirmation se Collapse All 1 1.1 2 2.1	3	ACRN AA AA AA AA	Status Confirmed Confirmed Confirmed Confirmed	Product Net Value Net Value Net Value	Short Text Mowing Mowing Trimming Trimming (Unconfirmed Items) (Confirmed Items) (Total of all Items)	PO Quantity 1.000 Activ. unit 5,000 Acte 1.000 Activ. unit 30,000.000 Activ. unit)	Purchase Order 50,000.00 USD 50,000.00 USD 30,000.00 USD 30,000.00 USD	Confirmed Quantity 1.000 Activ. unit 5,000 Acre 1.000 Activ. unit 30,000.000 Activ. unit 8 8	Required on 09/19/2016 09/19/2016 0.00 USD 0.000 00 USD 0.000 00 USD	Confirmed for 09/19/2016 09/19/2016
	2 Se Confirmation Se N Collapse All 1 1 1 2 2 2 .1	3	ACRN AA AA AA AA	Status Confirmed Confirmed Confirmed	Product Net Value Net Value Net Value	Short Text Mowing Trimming Trimming (Unconfirmed Items) (Total of all Items)	PO Quantity 1.000 Activ.unit 5,000 Acre 1.000 Activ.unit 30,000.000 Activ.unit)	Purchase Order 50,000.00 USD 50,000.00 USD 30,000.00 USD 30,000.00 USD	Confirmed Quantity 1.000 Activ. unit 5,000 Acre 1.000 Activ. unit 30,000.000 Activ. unit 8 8	Required on 09/19/2016 09/19/2016 0.00 USD 0.000 00 USD 0.000 00 USD	Confirmed for 09/19/2016 09/19/2016
	2 se Confirmation se N Collapse All 1 1 1 1 2 2 2 1 nation Number Number	3 nvoice CLIN SLIN 0001 AA 0001 AA 0002 AB 0002 AB	ACRN AA AA AA AA Street	Status Confirmed Confirmed Confirmed Confirmed	Product Net Value Net Value Net Value	Short Text Mowing Trimming Trimming (Unconfirmed Items) (Total of all Items)	PO Quantity 1.000 Activ.unit 5,000 Activ.unit 30,000.000 Activ.unit)	Purchase Order 50,000.00 USD 50,000.00 USD 30,000.00 USD 30,000.00 USD	Confirmed Quantity 1.000 Activ. unit 5,000 Acre 1.000 Activ. unit 30,000.000 Activ. unit 8 8 8	Required on 09/19/2016 09/19/2016 t 0.00 USD 0,000.00 USD 0,000.00 USD 0,000.00 USD	Confirmed for 09/19/2016 09/19/2016

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

Step 2b. Create Confirmation for Quantity or Amount

Supplier Self-Services Home Find F	Help FAQ Log off	Tie		Kox.	19-1-	15-1								1 mil	SAP
Find Supplier > List of Suppliers > Start Page > List of Purc	hase Orders > Display P	urchase Order >	Process Cor	nfirmation											
Confirmation: 4000002320															
Confirm Save Cancel Print Download															
Communication and Collaboration															-
·															
General Information															
Basic Data					s	Service Information									
Confirmation:	400000232	0			S	Service Agent Name:				Bldg 52	5				
Name:	W37HES16	D04112016			S	Service Location:				1 – 31	Dec. :	2016			
Date:	08/02/2016														
Purchase Order No.:	455000043	7													
Status:	Created										_				
Item Overview															-
► Expand All ► Collapse All Select All Deselect A	II 😭 Propose Outstan	ding Quantities	Update Price	BS											
		,		_											
Number CLIN SLIN	ACRN	Status	Product	Product Type	Line Type	e Description	Quantity	Unit of Mea	Quantity Or	Open	1	et Value	~	Iter	n Selecti
↓ 1 0002 BC ↓	BB	In Process		Oracian	Observations	160411 SU		A set i susta	4 500 000 4 -4	4 407 00	0.4.4	0.00 USD			
L0002 BC	DD	In Process		Service	Standard	Line 160411 SU		Activ.unit	1,500.000 Act	N 1,497.00	UACU	0.00050			
					N	vet value						0.000	150		
Partner Information															_
Partier momation															
Partner Number N	Name	Street		House Number	P	PostCode	City		Telephone		Fax		E-ma	il	
Sold-to Party 259 U	UNITED STATE														
Ship-To Address 259 8	B PO BN B CO ABN	BLDG J 2050	COOK ST		2	8310-5000	FT BRAGG								

2b. If a service CLIN is included, you <u>MUST</u> 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

Supplie	er Self	-Services	Ho	ome Find Help I	FAQ Log off	- The	£	-X-79.								Sale 12	SAP	
Find Suppl	ier > List	of Suppliers >	Start Page >	List of Purchase (Orders > Display Purcl	hase Order > Pro	ocess Confirmati	on								1 2020		
Confirmat	<u>ion</u> : 400	0002323																
🖉 Confirm	Sav	e 🗙 Cancel	🕒 Print D	Download														
=m	municat	ion and Collab	boration															
-																		
= Cene	eral Info	mation																
10.00									O	otion: If	f vou a	re unsu	re of au	antity o	or amo	unt rer	naining	on the CLIN.
Balic	Data													Duran			:	
Contirm	hation:				400000232	3			CII	CK The	item 5	electio	n and "	Propos	se Out	stand	ing Qua	antities
Name:					W37HES16	5D04112016			bu	utton to	defaul	It the Or	oen am	ount				
Purcha	se Order	No ·			08/02/2016	7					aoraa		Jon am	ount.				
Staus:					455000045 Created	1												
					oreated													
item	Overvie	w		_														
t E par	nd All 🕨	[†] Collapse All	Select All	Deselect All	Propose Outstanding	Quantities Up	date Prices											
		Number	CLIN	SLIN	ACRN	Status	Product	Product Type	Line Type	Description	Quantity	Unit of Meas	Quantity Or	Open	Net Value		Item Selection	
-		1	0002	BC	BB	In Process				160411 SU		-			0.00 USD	î		
£.,		1.1	0002	BC	BB	In Process		Service	Standard Line	160411 SU.,	500	Activ.unit	1,500.000 Activ.	1,497.000 Activ.	0.00 USD	î		
									Net V	ac .					0.00 U	SD		
			0002	20		in rocess		OFFICE	Net V	lae		ever ditt	1,000.000 Activ.	1,437.300 Activ.	0.00 U	SD		

2c. Enter Quantity provided

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

Find Supplier > List of So	uppliers > Start	Page > List of Pu	Irchase Orders > Di	splay Purchase Order > Di	splay Confirma	Verify m	nessag	e shov	vn at th	e top of	f page		
Confirmation: 4000002	nave been adop 323	ted successfully				indicate	s a suc	cessf	ul posti	ng.			
Create Invoice	opy Display Do	cument Flow	Berint Download	ł					•	U			
Communication a	nd Collaboratio	n				NOTE: Ye	llow warr	ning mes	sages ca	n be ignor	ed.		
General Informat	on												Ξ
Basic Data							Service Information	tion					
Confirmation:			į.	4000002323			Service Agent Na	ime:					
Name:				W37HES16D04112016			Service Location:						
Date:	· · ·			08/02/2016									
Purchase Order No.:	· · · ·			4550000437									
Status:				Accepted by Customer									
Item Overview													
H Expand All → Coll	apse All	<u>۱</u>											
1	Number	CLIN	SLIN	ACRN	Status	Product	Product Type	Line Type	Description	Quantity	Quantity Ordered	Open	Net Value
→ 1	1	0002	BC	BB	Accept	ted			160411 SUS Se				500.00 USD
L1	1.1	0002	BC	BB	Accept	ted	Service	Standard Line	160411 SUS Se	500.000 Activ.unit	1,500.000 Activ.un	it 1,497.000 Activ.unit	500.00 USD
							Net Value				5	500.00 USD	
Partner Information	on												
Partner	Number		Name	Street		House Number	PostCode	City	Т	elephone	Fax	E-mail	
Sold-to Party	259		UNITED STAT	E									
Ship-To Address	259		PO BN BO	CO ABN P BLDG J 205	0 COOK ST		28310-5000	FT BRA	GG				

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 Purcha 1 – 31 I Attachments No Attachments A	ser Dec, 2016				
General Information	n									E	i ×
Basic Data								Terms of Payment			- 1
Number:		5000009	1					Payment in Days	Discou	unt in %	
Name. Date:		W37HES1	5D04112016			opulata		a ta Durah		ith the perio	
External Reference No.		45500004	7		30. P	opulate	wessag	e lo Purch	aser w	nin ine peno	JU
Status:		In Process			oonic	o porfor	madara	additional in	ofo to C		
Unplanned Delivery Co	osts:	/ =			Shou	ld be sim	nilar to in	fo on the C	Confirm	ation to you	r
Purchasing Vendor		Invoicing	Party		accer	tor (Ref	ar to Sta	n 2h Slide	#20)		
SUSQ0411		SUSQ041	I		accep			p z b, Olice	<i>#20</i>].		
Ttem Overview	_/				NOTE:						
Number Cl			Product Type	Product	- REQU	JIRED for p	avment cer	tification if mul	tiple servi	ice invoices are	
10 00	002 BC	BB	r rouder rype	rioduct	submitt	d against	he contract	o a ontor 1	31 Dec 2	016 or Dec 2016	6
					- Attach	iments are	not current	y allowed in S	US, emai	il directly to acce	eptor.
Partner Information										-	1 ×
Partner	Number	Name	Street		House Number	PostCode	City	Telephone	Fax	E-mail	
Sold-to Party	259	UNITED STATE									
Shin-To Address	259	0008 PO BN B	CO AB BLDG J 2050	COOK ST		28310-5000	ET BRAGG				

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

Optional: You may change the defaulted sequential Number to <u>your internal vendor reference number</u> 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 > L Process Invoice	List of Suppliers > Sta 5000000931 Ye X Cancel Upp	art Page > List of Purcha	se Orders > Display Purch	nase Order > Display	Confirmation > Proc	ess Invoice							
Commen	3d. V NOTE If "SAV	ation Vhen G : /E", docur	ross Pri nent is NC	i <mark>CE IS</mark> \ DT sent t	verified	<mark>d, selec</mark> A/P, but s	t " Ser aved in	nd" to se	end the	e docui	ment to	D DFAS	A/P.
Seneral In	formation												E ×
Basic Data									Terms of Pa	ayment			
Number:			500000931						Payment in	Days	Disc	ount in %	
Name:			W37HES16D04	112016					30		0.00	0	
External Refe	erence No.:		08/02/2016 4550000437						0		0.00	J	
Status:			In Process										
Unplanned D	elivery Costs:					0.00 USD							
			1			Z							
Purchasing	Vendor		Invoicing Party										
SUSQ0411			SUSQ0411										
Item Overv	view												
Number	CLIN	SLIN	ACRN	Product Type	Product	Description	Quantity	Unit of Measure	Net Value	Тах	External Referen	Purchase Order I	
10	0002	BC	BB			160411 SUS Ser.	1.000	Activ.unit	500.00 USD	Tax Exempt	4550000437	000000020	î
							Net Value Unplanned Del Tax	ivery Costs				500.00 USD 0.00 USD 0.00 USD	
							Gross Price				1	500.00 USD	
NOT DO DO Scro	E: NOT cha NOT ent	ange Qua ter "Unpla to enter p	ntity or Ne nned Deliv ayment te	t Value o very Cos rms for o	on invoic ts" since liscount	ce since it e delivery s offered i	<u>must</u> m costs m f include	atch Conf nust have a ed on awa	irmation f a separat Irded con	for paym e funded tract.	ent certit	fication.	
If Qu Go b	uantity of back to "	r Net Valu <mark>Cancel C</mark>	e is incorro <mark>onfirmati</mark>	ect, " Ca ı on" and	ncel" an notify Ad	d do not s cceptor to	end inv reject.	oice.					

Must "Create Confirmation" again for the corrected quantity delivered, then submit a matching invoice.

Step 3e. Create E-Invoice

Find Supplier > List of Suppliers > Start Page > List of Purchase Orders > Display Purchase Info: Your changes have been adopted successfully Display Invoice: 500000931 Set Status Corpy Create Credit Memo I Display Document Flow I Operation Communication and Collaboration	Verify message shown at the top of page indicates a successful posting.
General Information Basic Data	
Number: 5000000931	
Name: W37HES16D041120	116
Date: 08/02/2016	
External Reference No.: 4550000437	
Status: Document Sent	
Status (New): Accepted by Custon	ier 💌
Unplanned Delivery Costs:	0.00 USD
	ه
Purchasing Vendor Invoicing Party	
SUSQ0411 SUSQ0411	

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



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

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 s	successfully			
Display Invoice: 5000000931				
Set Status Copy Create Credit Memo	Display Document Flow Brint Download			
Communication and Collaboration				8
General Information				Ξ×
Basic Data			Terms of Payment	
Number:	500000931		Payment in Days	Discount in %
Name:	W37HES16D04112016		30	0.000
Date:	08/02/2016		0	0.000
External Reference No.:	4550000437		0	
Status:	Document Sent			
Status (New):	Accepted by Customer 👻			
Unplanned Delivery Costs:		0.00 USD		
		es.		
Purchasing Vendor	Invoicing Party			
SUSQ0411	SUSQ0411			

Supplier Self-Services	Home Find Help FAQ Log off	A SHELL X R			
Find Supplier > List of Suppliers > Start P	Page > List of Purchase Orders > Displ	ay Purchase Order > Display Document Flow			
Document Flow					
					Back
Document Type	Number	Document Name	Document Date	Status	Total Value
Purchase Order	100000971	W37HES16D04112016	04/11/2016	Confirmed	1,516.65 USD
Shipping Notif.	300000731	W37HES16D04112016	04/11/2016	Sent	0.00
Invoice	500000791	W37HES16D04112016	04/11/2016	Document Sent	1.11 USD
Confirmation	4000002171	W37HES16D04112016	04/11/2016	Accepted by Customer	3.00 USD
Invoice	500000792	W37HES16D04112016	04/11/2016	Document Sent	3.00 USD
Goods Receipt	4000002172	W37HES16D04112016	04/11/2016	New	1.11 USD
Shipping Notif.	300000942	W37HES16D04112016	08/02/2016	Sent	0.00
Invoice	500000930	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.

1	Terms of Payment		/						
Da	ite	Invoiced Amount	Paid Amount	ECC FI Document	Invoice Pymt Status	Check/EFT Date	Check/EFT #	Replacement Date	Replacement Chk No
8 F	Payment may not yet have been	Made							
Che	eck Payment Status								
Che	eck Payment Status								

Invoice will show "Submitted" with GFEBS document number

Paymer	nt Status									
Date	Invoiced Amo	unt	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 U	SD	2,485.95 USD	Open	5105601751	Submitted	•			
Check Pay	ment Status									

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

	Terms of Paym	ent									🗏 X
J	Date	Invoiced A	mount	Paid Amount	Status	ECC FI Document	Invoice Pymt Status	Check/EFT Date	Check/EFT #	Replacement Date	Replacement Chk No
0	3/05/2012	2,485.95	USD	2,485.95 USD	Paid	5105601751	PAID	03/05/2012	08881234		
	Check Pay	ment Status									

Printing or Saving SUS Documents

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

Supplier Self-Services Numericase Orders > Display Purchase Order > Display ASN Display ASN: 300000942 Image: Delivery Display Document Flow Create Invoice Copy Display Document Flow Image: Delivery Information Basic Data Delivery Information Number: 3000000942 Name: W37HES16D04112016 Date: 08/02/2016 Status: Sent Status: Sent Item Overview Item Overview		Home Find H		AT 1	1 1 2000	10 N							100 L	(property lines)
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Sold-to Party 259 UNITED STATE	Sold-to Party 259	9	UNITED STATE											
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	Do you want to open or save susdoc.zip (1.99 KB) from sapqr4ci.gfebs.altess.army.mil?	Open Save	 	Cancel	×	
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Supplier Inc. 5555 Kingstowne Village Parkway ALEXANDRIA VA 12345 USA

Shipping notification

Information		
Description:	W37HES16D04112016	
Shipping notification n	umber:	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
Donitory date	Denivery and	Simpping date

Shipping notification details

Item	Product number	Description	Product type	Revision level	Quantity	Unit	
	Order number/iter	n	Supplier product no.				
10		160411 SUS Ite	m Material		4	EA	
	4550000437/00000	000010					

Creating a Credit Memo to Cancel Invoice

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

1

et Status	Copy	Create Credit Memo	Display Document Flow	Print Download		
Comm	unication	and Collaboration				
Gener	al Informa	tion				
Basic Da	ata					
Number:				500000932		
Name:				W37HES16C0324		
Date:				08/02/2016		
External	Reference	No.:		4550000600		
Status:				Document Sent		
Status (N	lew):			Accepted by Customer 💌		
Unplanne	ed Delivery	Costs:			0.00	USD
					R	
Purchas	sing Vendo	r		Invoicing Party		
SUSO	407			SUSVENFH1		

Sequential Number will default. Change to original invoice number + "CM" i.e., 500000932-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**"

Nide	Area V	Vorkflow 5.	2																	Use
User	Vendor Do	cumentation Lool	kup Logout																	
Vendo	or Docume	nts from Active	Folder for XXX	🗱 (2 item	ns, sorted	l by Co	ontract Number)													
Item	System	Туре	Vendor (Payee)	DUNS	DUNS+4	Ext 0	Contract Number 🛦	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	Purge Reca	II Void	Pack/Transportation	Invoice Number	Submitted	Received	Status
1	GFEBSP2P	Invoice	XXXX	*****			XXXXXXXXXXX							1			<u>5000000100</u>		2012-03-06	Processed
2	GFEBSP2P	Receiving Report	XXXXX	XXXXXXXX			XXXXXXXXXXX		400000233	2012-03-06			Submitted							

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

Wide	Area	Workf	low 5.2
Unde	AlGa	MOINI	1010 0.2

User Vendor Documentation Lookup Logout

Item	System	Туре	Vendor (Payee)	DUNS	DUNS+4	Ext	Contract Number▲	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status
1	GFEBSP2P	Receiving Report	XXXX	XXXXXXX			XXXXXXXXX		400000233	2012-03-06		2012-03-06	Accepted

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

From: <u>RA2NOREPLY@ecedi.nit.disa.mil</u> [RA2NOREPLY@ecedi.nit.disa.mil] Sent: Tuesday, March 06, 2012 12:59 PM To:

Action System: GFEBSP2P

Document Type: Receiving Report

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

Processed Date:

Delivery Order:

Vendor CAGE Ext: XXXXXX

Shipment Number: 400000233

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

Action System: GFEBSP2P

Document Type: Invoice

Acceptance Date:

Processed Date:

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

	der: 4550000601														
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