

**GFEBs** ★

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Contact Us

**TODAY**

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For more information,  
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<https://www.asafm.army.mil>

*\*Contact your local contracting office  
for participation requirements.*



**Supplier  
Self-Services (SUS):**

- ★ Easy-to-Use
- ★ Fewer errors
- ★ Faster payments



It's your *money*  
Get it *faster*  
With *SUS!*



# GFEBs

## Get Paid Faster....

- ★ Supplier Self-Services (SUS):
  - linked to Wide Area Workflow (WAWF)
  - improves invoice accuracy
  - enables you to **GET PAID FASTER**
- ★ Vendors comments include:

"...very user friendly and a **lot easier to enter the invoices** ... gives the end user **so much more valuable information** when managing their contracts ... **time savings to the end user**, especially when you have multiple line items/clins."

"Fewer steps  
Data populated already  
Can view outstanding amounts  
**Fast and efficient**"

"The simplicity of  
this procedure is  
**AMAZING!**"

# GFEBs

## Easier ....

- ★ **Easy to use** -- similar to other common websites
- ★ You validate contract correctly recorded after award to prevent invoice errors and payment delays
- ★ You can view conformed contract, i.e., base contract with all modifications applied
- ★ You can view outstanding quantity or value on purchase order (PO) **prior to submitting e-invoice**
- ★ SUS **prepopulates e-invoice** for you
- ★ SUS **validates e-invoice** for you in real-time before submission
- ★ SUS **eliminates erroneous data** and the need for you to call Contracting Office and DFAS Customer Service for correct payment
- ★ **SUS delivers payment faster**

# GFEBs

## Only 3 Steps

**Army Contracting Officer** converts contracts to SUS and purchase order (PO) is uploaded automatically

### **You complete three easy steps:**

#### **Step 1. Acknowledge Accuracy of PO**

- ★ You log into WAWF and enter contract #; you're automatically routed to the SUS portal
- ★ You review PO in SUS for accuracy
- ★ You are prompted to acknowledge/confirm initial award and/or any modifications to PO

#### **Step 2. Create Advanced Ship Notice (ASN) or Confirmation for Services**

- ★ You create ASN or confirmation for services which is similar to WAWF receiving report for goods
- ★ Serves as notification to COR/Acceptor of what you have delivered

#### **Step 3. Create/Submit E-Invoice**

- ★ You create e-invoice in SUS which is prepopulated from ASN or Confirmation for Services with total value automatically calculated
- ★ You can change the quantity and replace default invoice number field with internal reference number
- ★ You can check payment status and obtain disbursement info in SUS

SUS contract summary data can also be viewed in WAWF