General Fund

Enterprise Business System

(GFEBS)

# Supplier Self-Services (SUS) Vendor Training

Last Updated 04 March 2019

ASA (FM&C)

US ARMY PEO EIS

PEO Enterprise Information Systems

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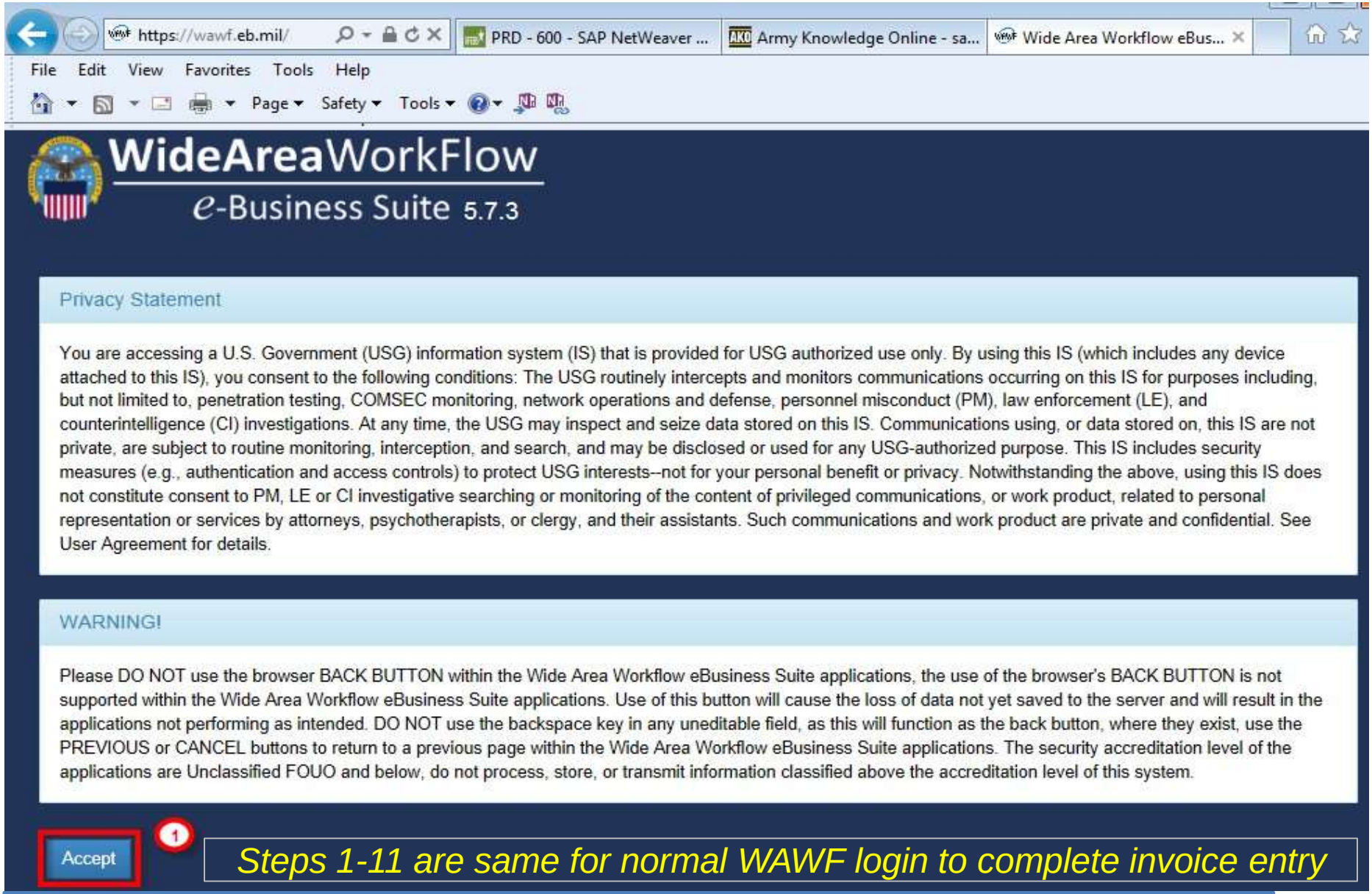
# What is Supplier Self-Services (SUS)?

- **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
      - 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

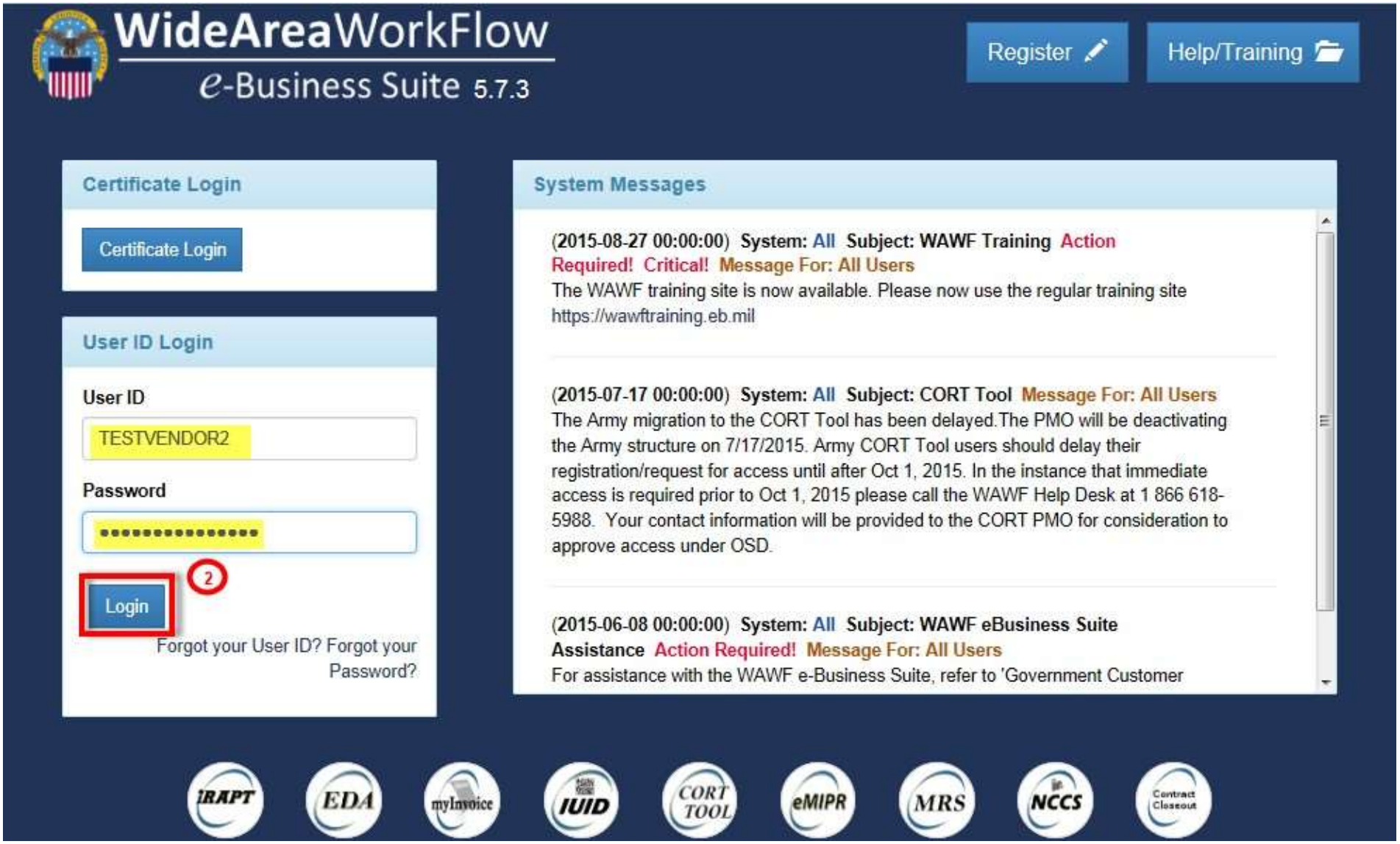
- **Internet Access**
- **Must use Internet Explorer**
  - **Under or Tools, select Compatibility View Settings**
    - Add “Army.mil”
    - Close all sessions of Internet Explorer and re-open to re-initialize
- **WAWF user id**
  - **Ensure id used is assigned to CAGE code for SUS contract award**
  - **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




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.

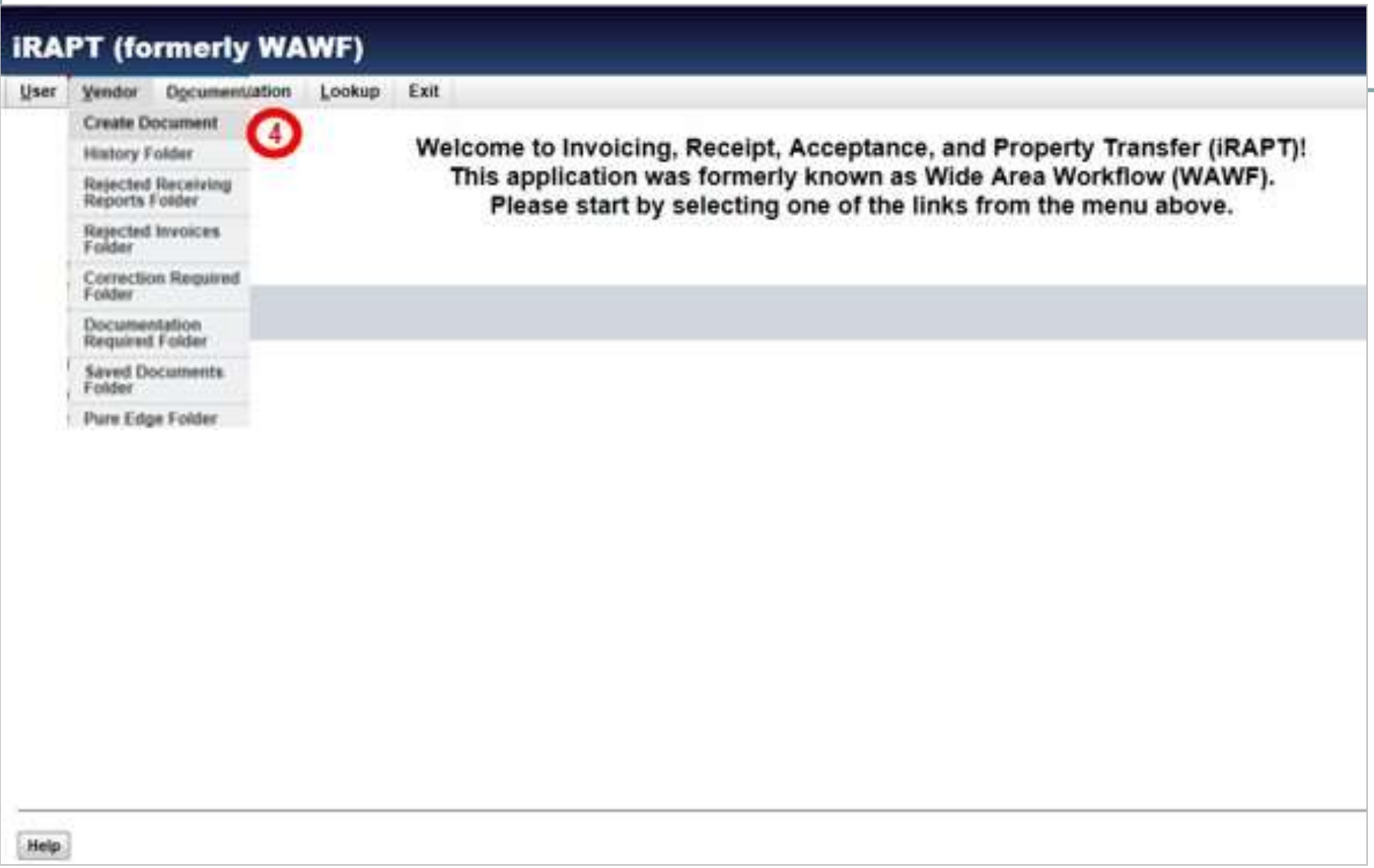



Enter WAWF user ID and password and click “Login” ②

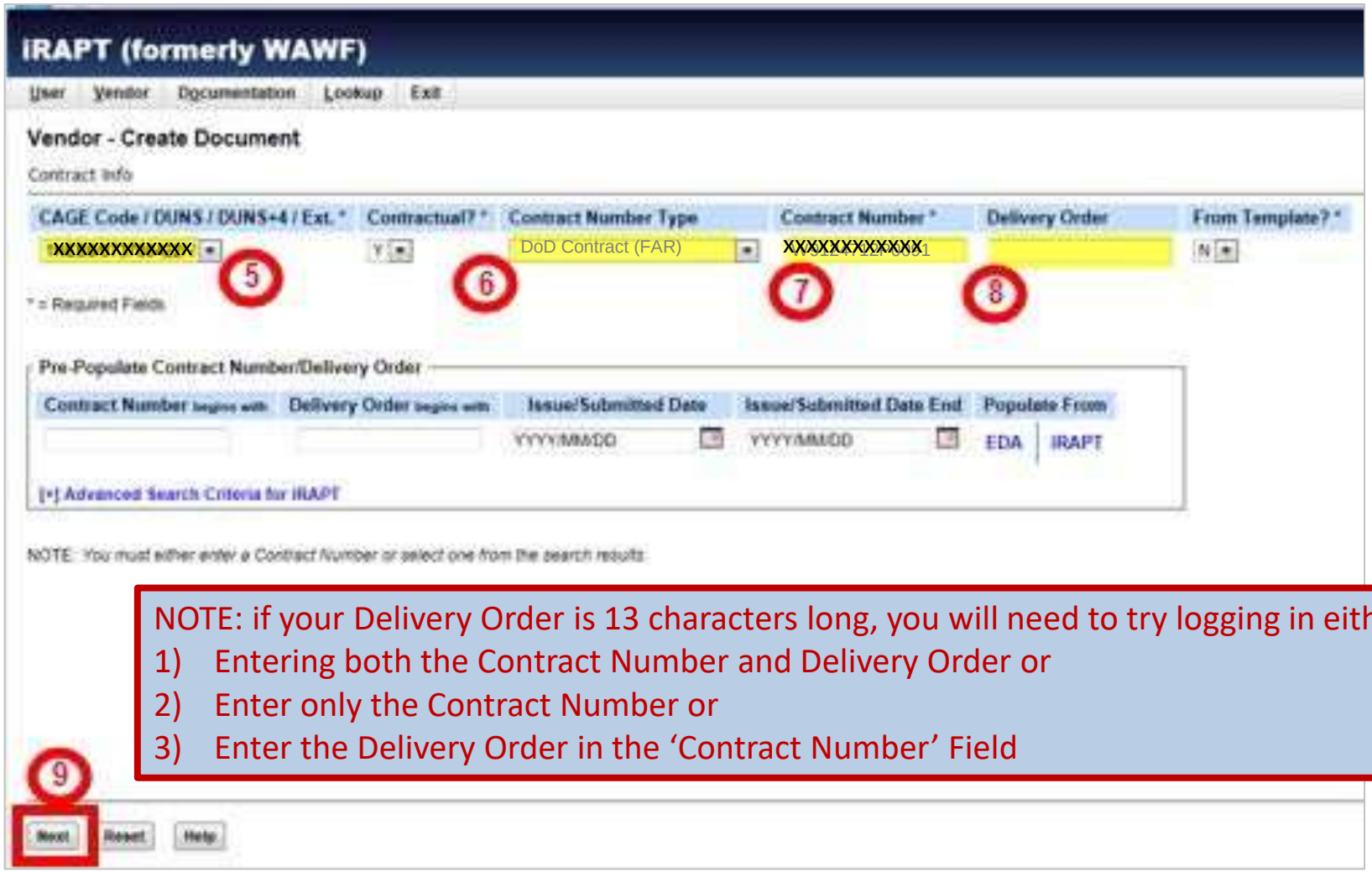
*Management of allowed WAWF users remains with WAWF administrator*

*If you are a new user and need a User ID and password, see slide #4 for instructions.*

Select "**WAWF**" ③




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




NOTE: if your Delivery Order is 13 characters long, you will need to try logging in either

1) Entering both the Contract Number and Delivery Order or
2) Enter only the Contract Number or
3) Enter the Delivery Order in the 'Contract Number' Field

Vendor CAGE / DUNS number ⑤ defaults from logon, verify matches award
Auto-populated after contract # entered ⑥, enter contract number ⑦
and delivery order *(if applicable)* ⑧. Select "**Next**" ⑨

iRAPT (formerly WAWF)

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) | XXXXXXXXXX | | 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)

# **NEW SCREEN**

**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 | | XXXX | 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.**

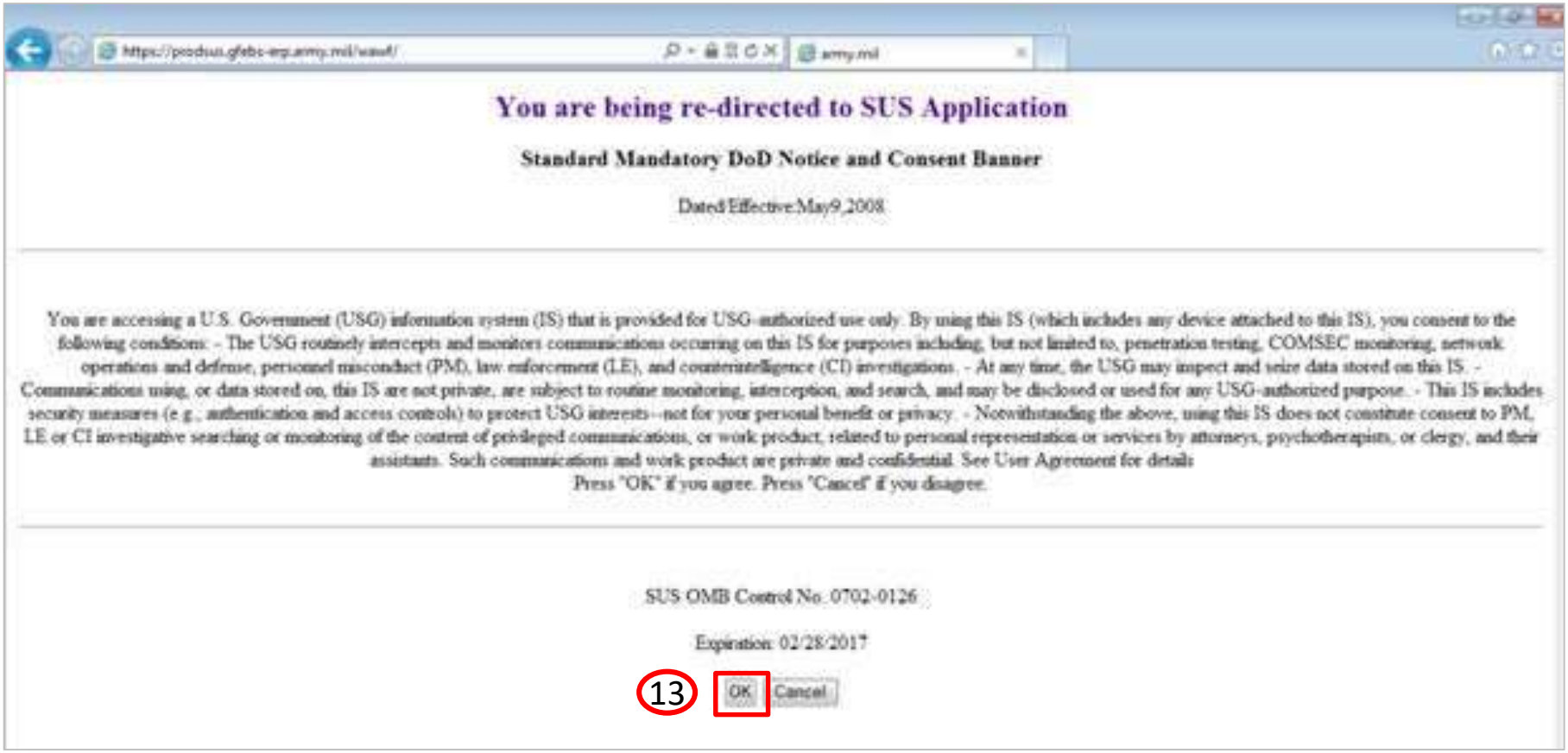
**Please click below to enter GFEBSP2P to create your document**

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)



## 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

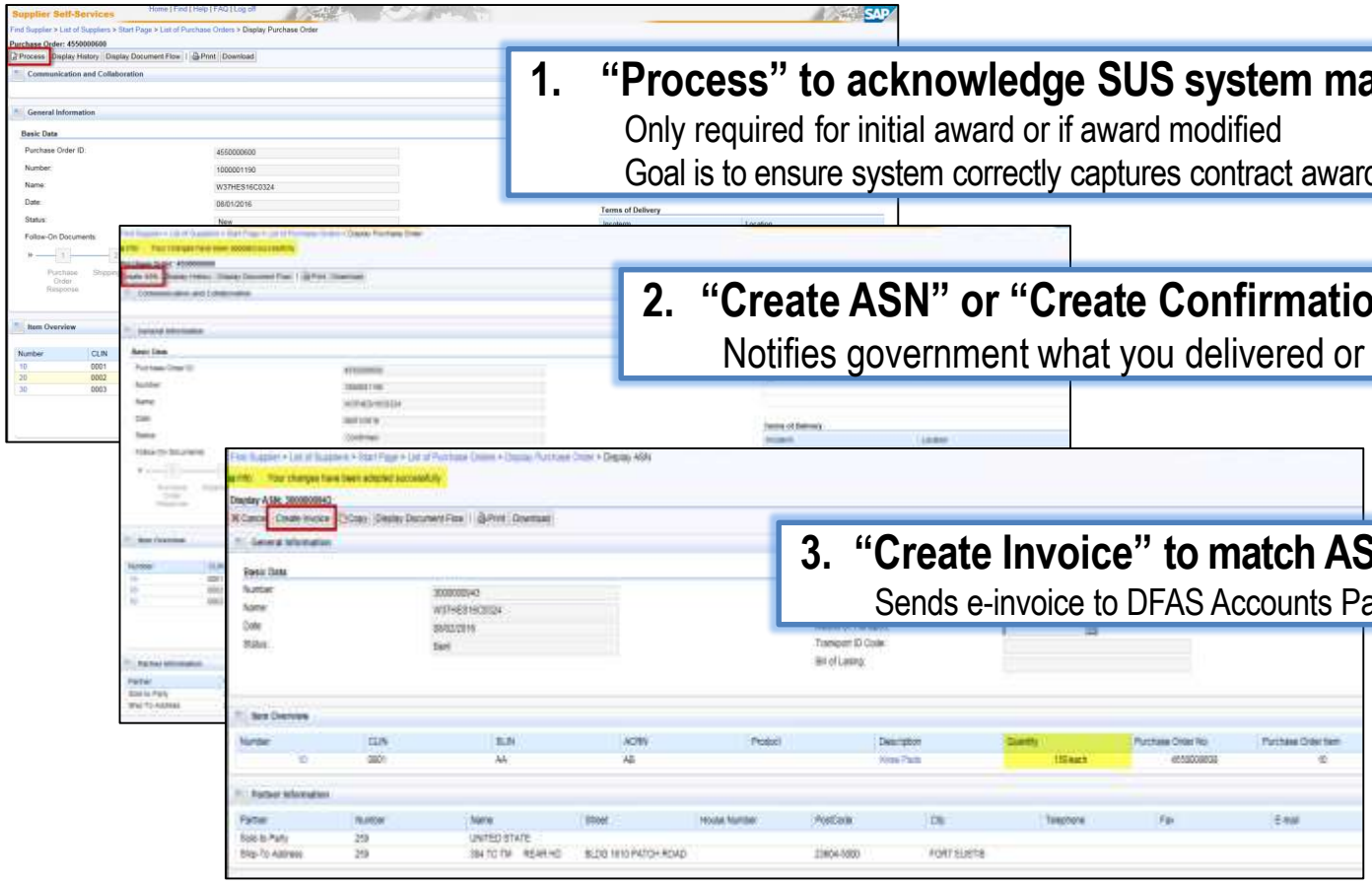
Expiration: 02/28/2017

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




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

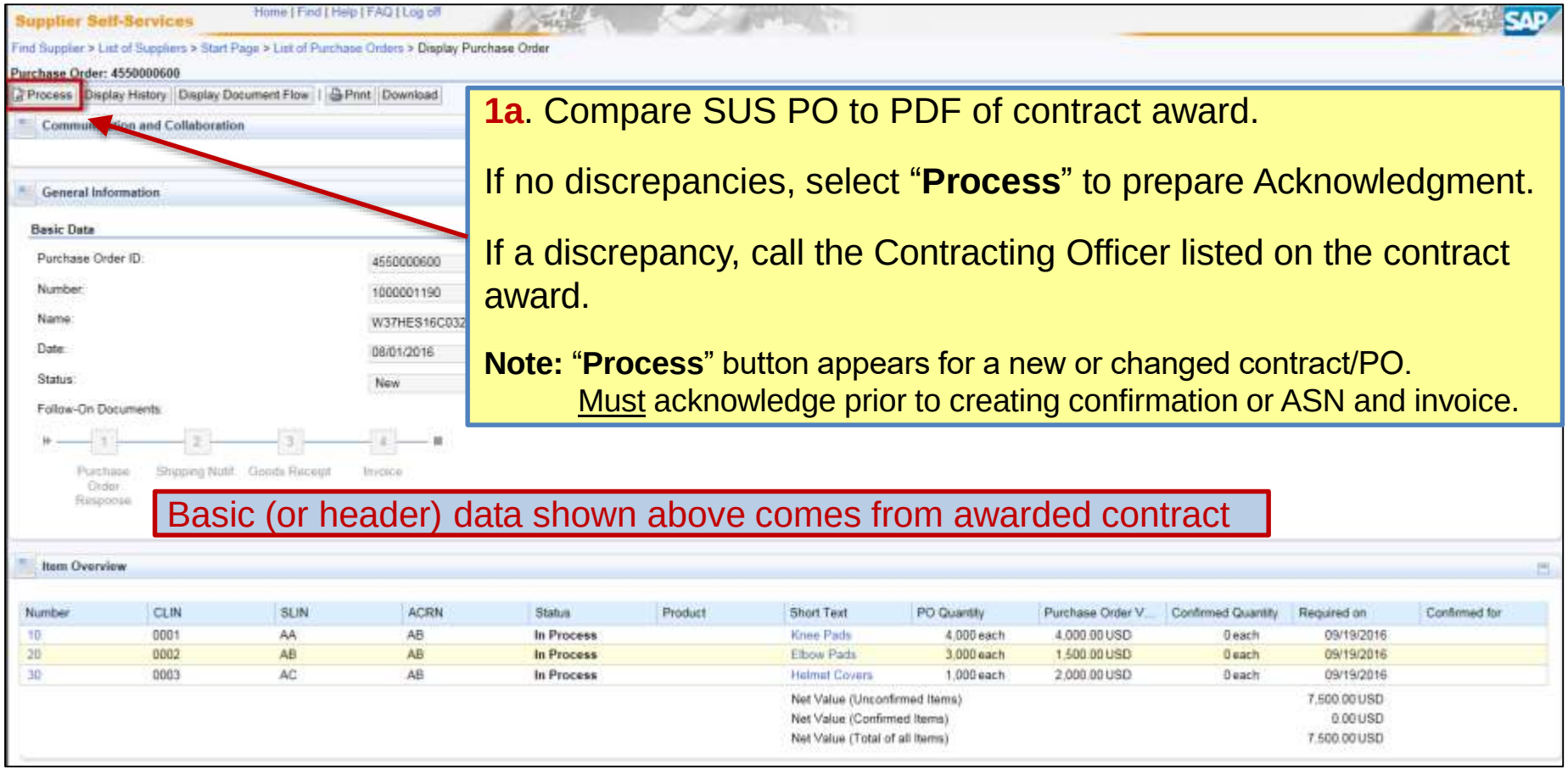
2. **"Create ASN" or "Create Confirmation (Receiving Report)**
   Notifies government what you delivered or services provided

3. **"Create Invoice" to match ASN/Confirmation**
   Sends e-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 10*) 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.

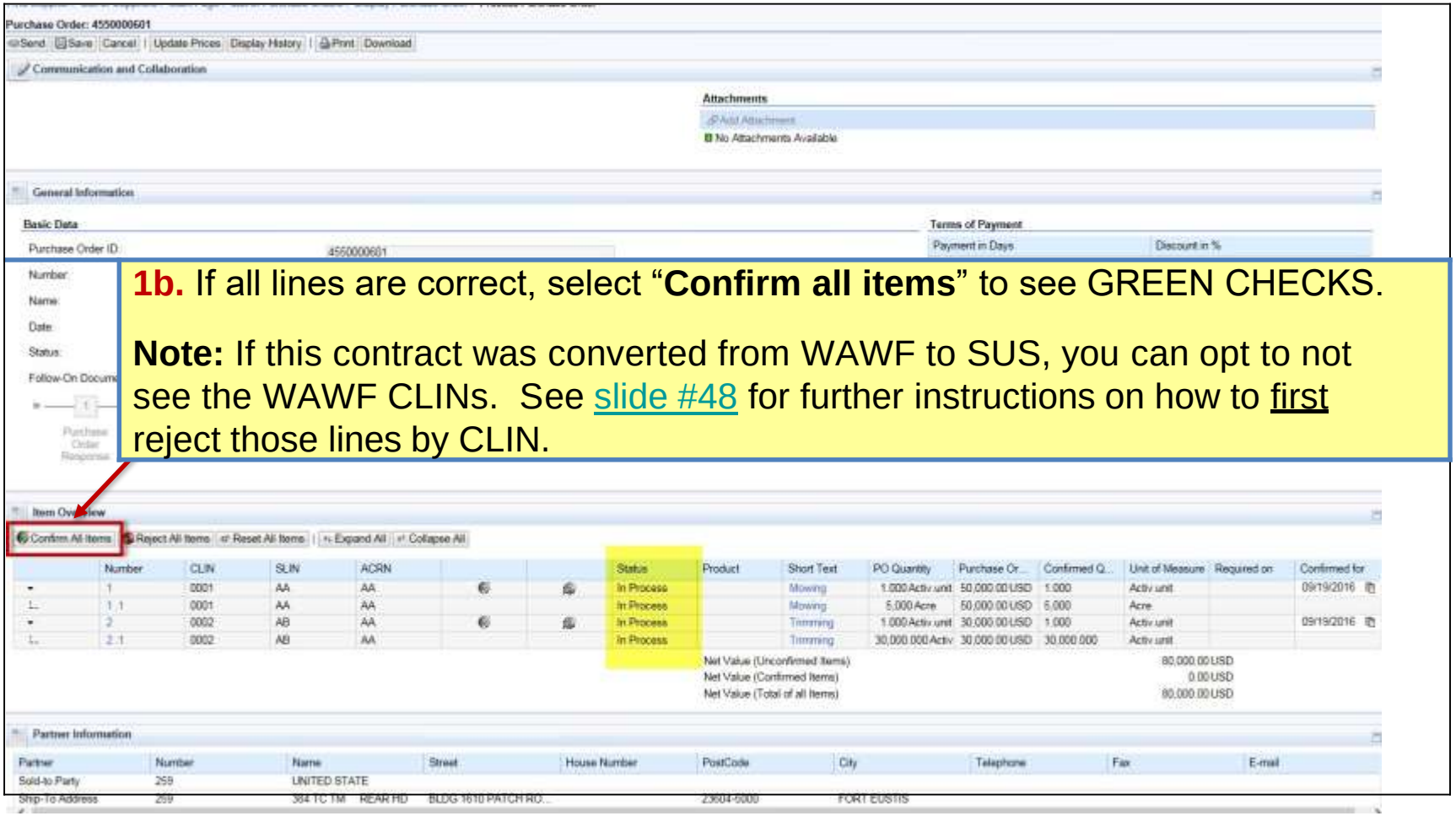
If a discrepancy, call the Contracting Officer listed on the contract award.

**Note:** "**Process**" button appears for a new or changed contract/PO.
Must acknowledge prior to creating confirmation or ASN and invoice.

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

# Step 1b. PO Acknowledgment

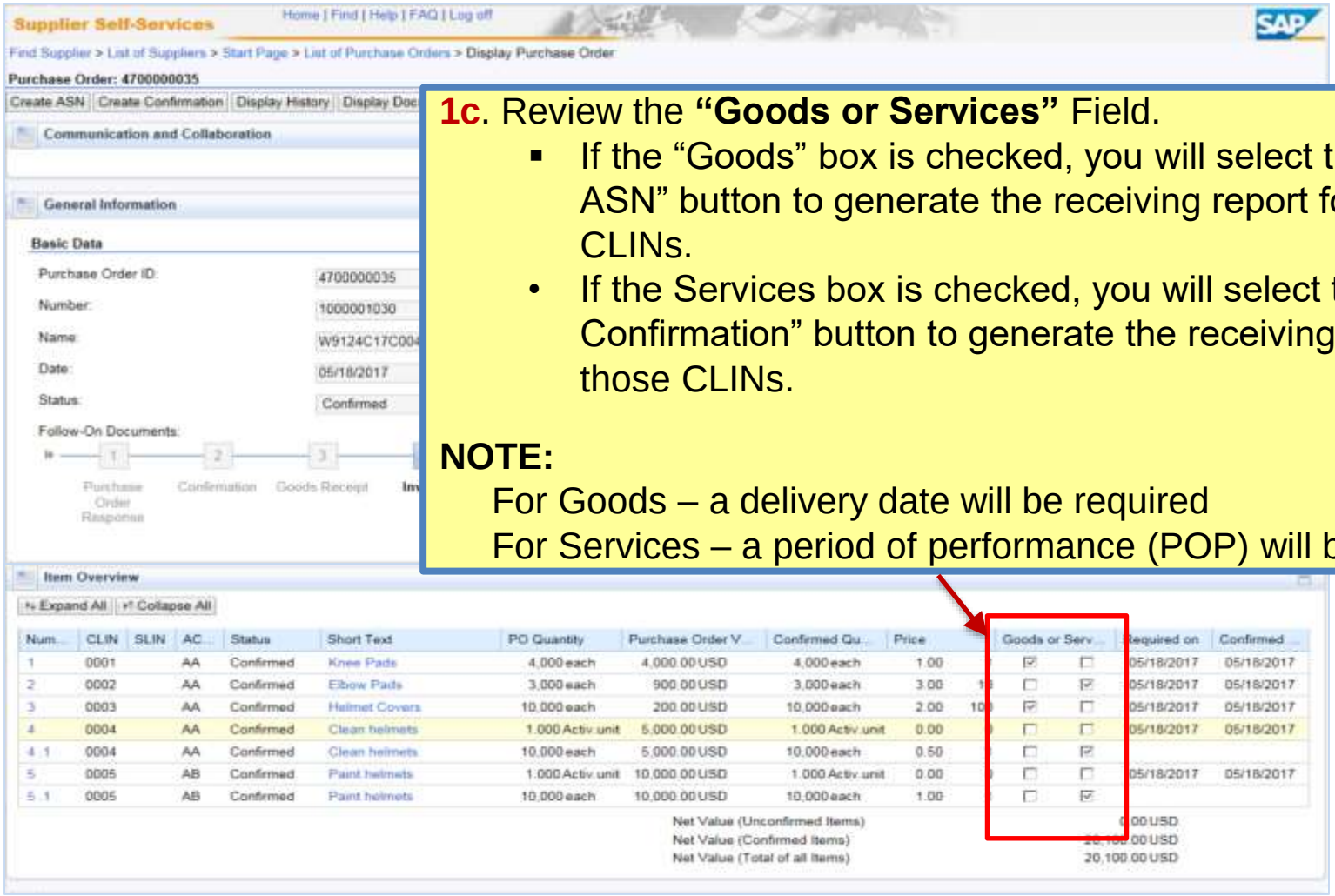
- Review PO CLIN data to make sure amount matches award




**1b.** If all lines are correct, select "**Confirm all items**" to see GREEN CHECKS.

**Note:** If this contract was converted from WAWF to SUS, you can opt to not see the WAWF CLINs. See slide #48 for further instructions on how to first reject those lines by CLIN.

# Step 1c. PO Acknowledgment




**1c**. Review the **"Goods or Services"** Field.

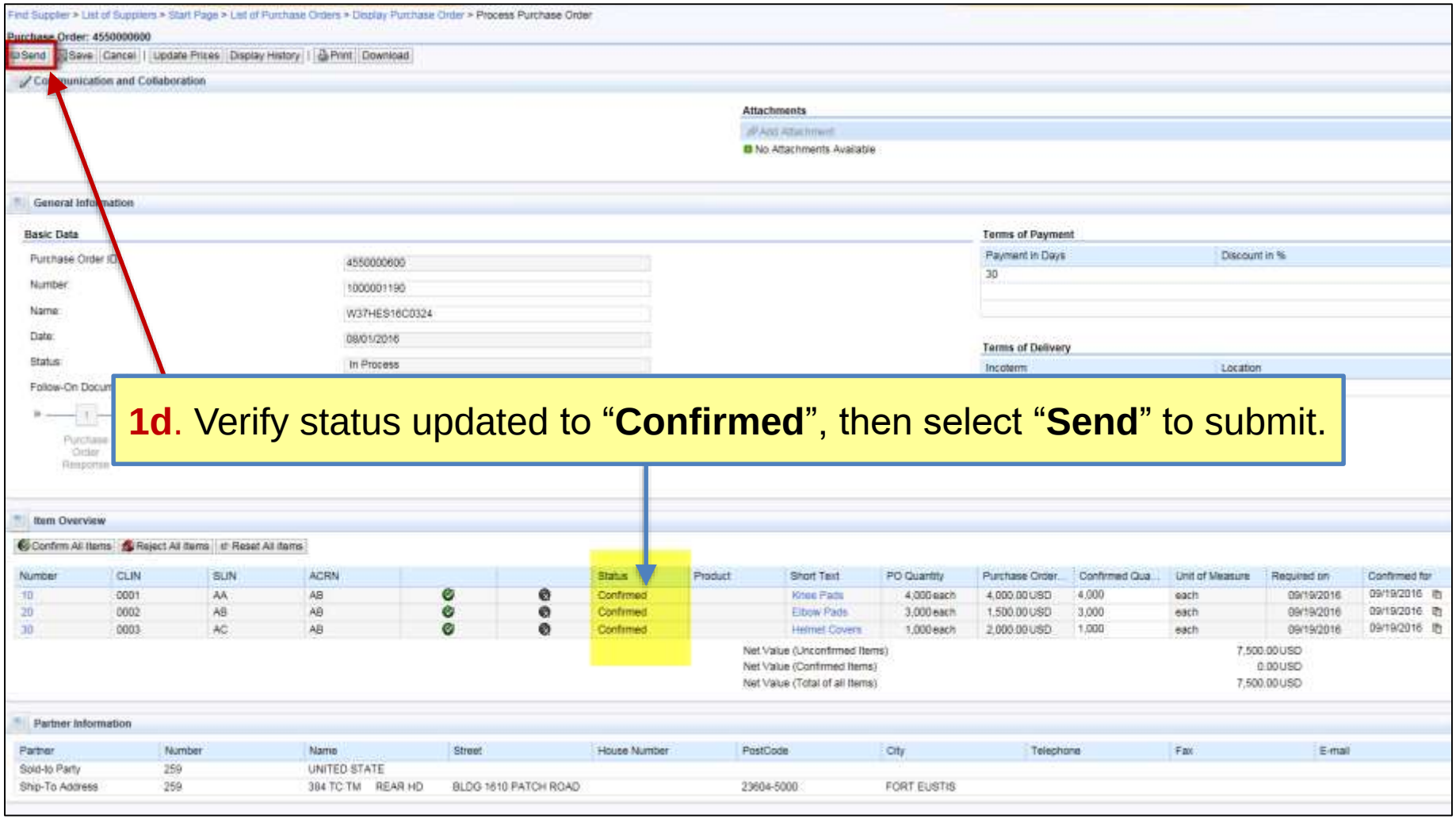
- If the "Goods" box is checked, you will select the "Create ASN" button to generate the receiving report for those CLINs.
- If the Services box is checked, you will select the "Create Confirmation" button to generate the receiving reports for those CLINs.

**NOTE:**

For Goods – a delivery date will be required

For Services – a period of performance (POP) will be required

# Step 1d. PO Acknowledgment




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

# Steps to Create Confirmation and Invoice when the CLIN has the Service box checked.

**Note**: for Goods, go to slide # 28 to Create ASN and Invoice

# Step 2a. Create Confirmation for Quantity or Amount

Supplier Self-Services

Home | Find | Help | FAQ | Log off

Info: Your changes have been adopted successfully

Purchase Order: 4700000035

Create ASN | Create Confirmation | Display History | Display Document Flow

Communication and Collaboration

General Information

Basic Data

| | |
|---|---|
| Purchase Order ID: | 4700000035 |
| Number: | 1000001030 |
| Name: | W9124C17C0043 |
| Date: | 05/18/2017 |
| Status: | Confirmed |

Follow-On Documents: 1 Purchase Order Response, 2 Confirmation, 3 Goods Receipt, 4 Invoice

Terms of Payment

| Payment in Days | Discount in % |
|---|---|
| 30 | |

Terms of Delivery

| Incoterm | Location |
|---|---|
| | |

Item Overview

Expand All | Collapse All

| Num. | CLIN | SLIN | AC. | Status | Short Text | PO Quantity | Purchase Order V. | Confirmed Qu. | Price | | Goods or Serv. | | Required on | Confirmed |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 0001 | | AA | Confirmed | Knee Pads | 4,000 each | 4,000.00 USD | 4,000 each | 1.00 | 1 | ☑ | ☐ | 05/18/2017 | 05/18/2017 |
| 2 | 0002 | | AA | Confirmed | Elbow Pads | 3,000 each | 900.00 USD | 3,000 each | 3.00 | 10 | ☐ | ☑ | 05/18/2017 | 05/18/2017 |
| 3 | 0003 | | AA | Confirmed | Helmet Cover | 10,000 each | 200.00 USD | 10,000 each | 2.00 | 100 | ☑ | ☐ | 05/18/2017 | 05/18/2017 |
| 4 | 0004 | | AA | Confirmed | Clean helmets | 1,000 Activ.unit | 5,000.00 USD | 1,000 Activ.unit | 0.00 | 0 | ☐ | ☐ | 05/18/2017 | 05/18/2017 |
| 4.1 | 0004 | | AA | Confirmed | Clean helmets | 10,000 each | 5,000.00 USD | 10,000 each | 0.50 | 1 | ☐ | ☑ | | |
| 5 | 0005 | | AB | Confirmed | Paint helmets | 1,000 Activ.unit | 10,000.00 USD | 1,000 Activ.unit | 0.00 | 0 | ☐ | ☐ | 05/18/2017 | 05/18/2017 |
| 5.1 | 0005 | | AB | Confirmed | Paint helmets | 10,000 each | 10,000.00 USD | 10,000 each | 1.00 | 1 | ☐ | ☑ | | |

Net Value (Unconfirmed Items) 0.00 USD

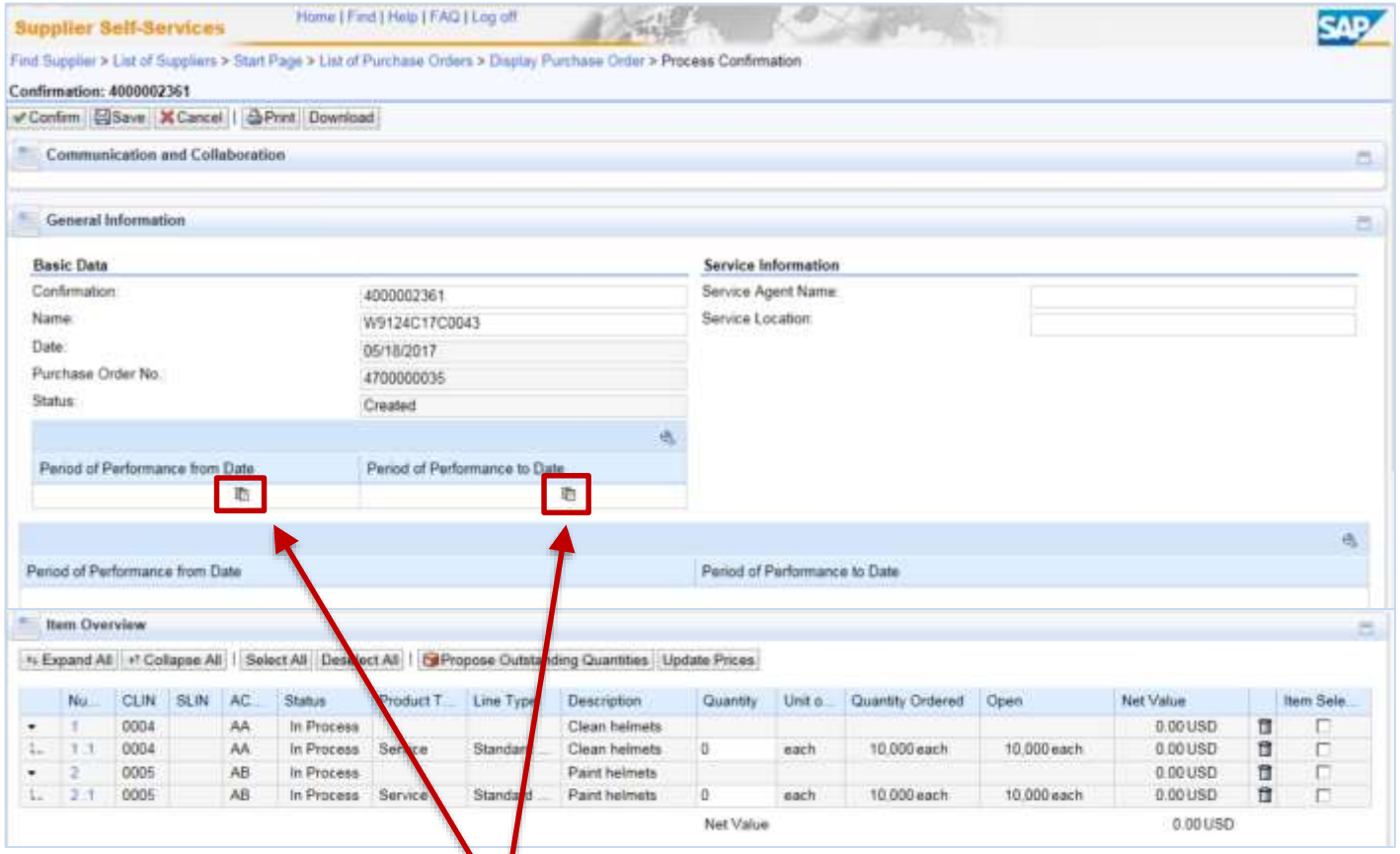
Net Value (Confirmed Items) 20,100.00 USD

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

**NOTE:** Yellow warning messages can be ignored.

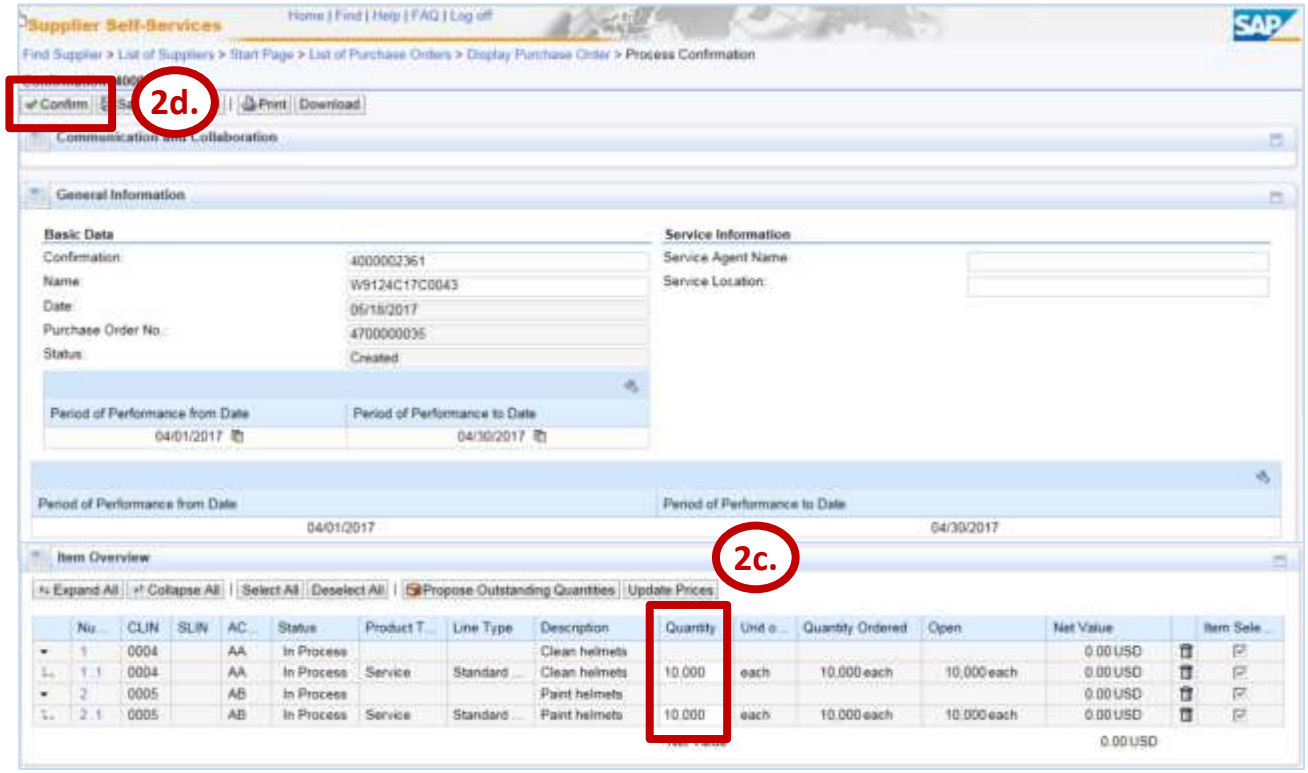
**2a.** Next step, select "**Create Confirmation**".
This action creates a document similar to WAWF Receiving Report.

# Step 2b. Create Confirmation for Quantity or Amount




**2b**. Enter the Period of Performance (to and from) dates of any CLINS provided using the calendar drop down.

# Step 2c/d. Confirmation for Quantity or Amount

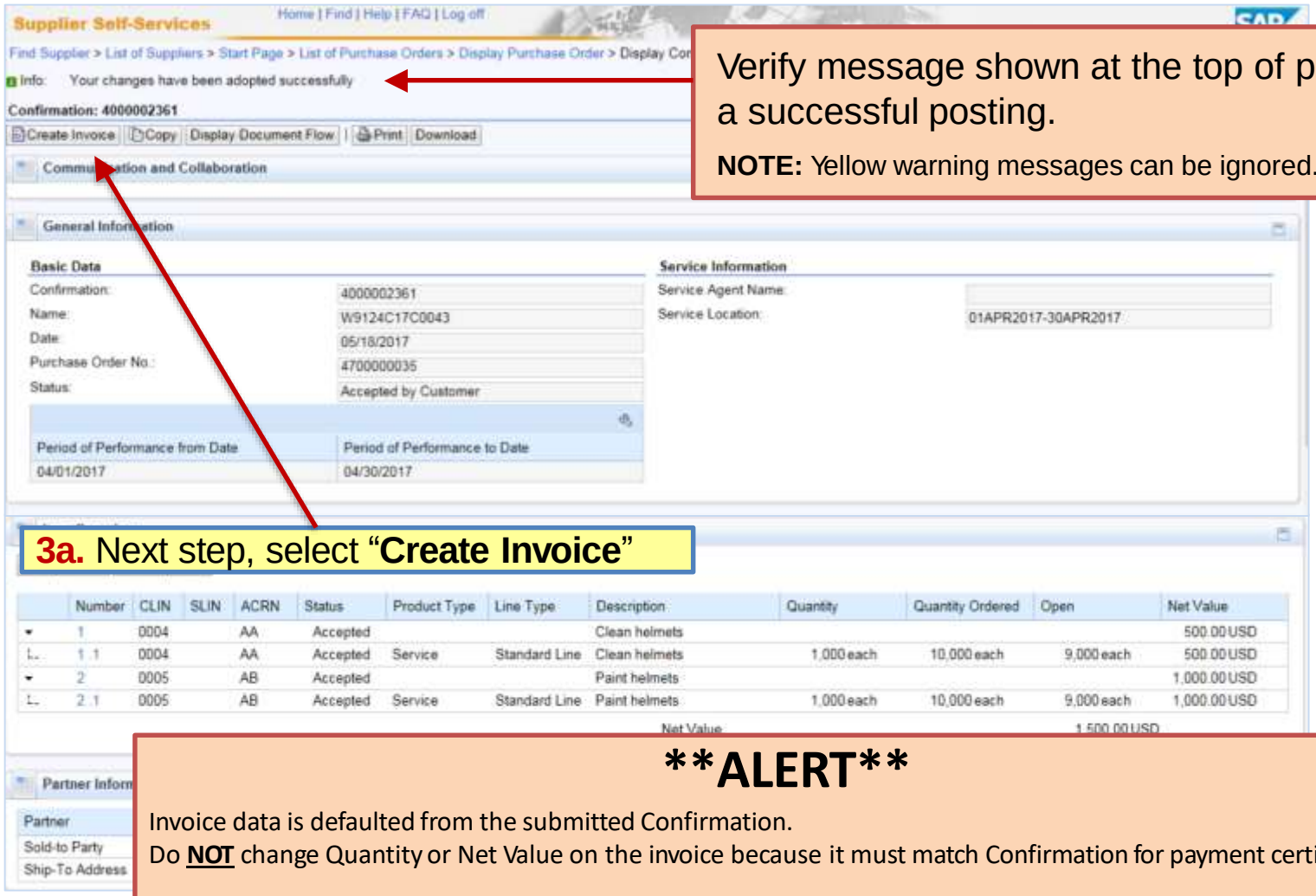



**2c.** Enter Quantity provided
If CLIN unit of measure is "**Activ.unit**" (or Job or LOT), enter **dollar value** of service performed in quantity field.
If CLIN unit of measure is "**Months, Hours, etc.**", enter **quantity** of service performed in quantity field.

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

**NOTES:**
- Do **NOT** change the defaulted 40000* number in the "Confirmation" field.
- Common error is to enter "1" for quantity when unit is "Activ.unit" (or Job or LOT). 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 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.

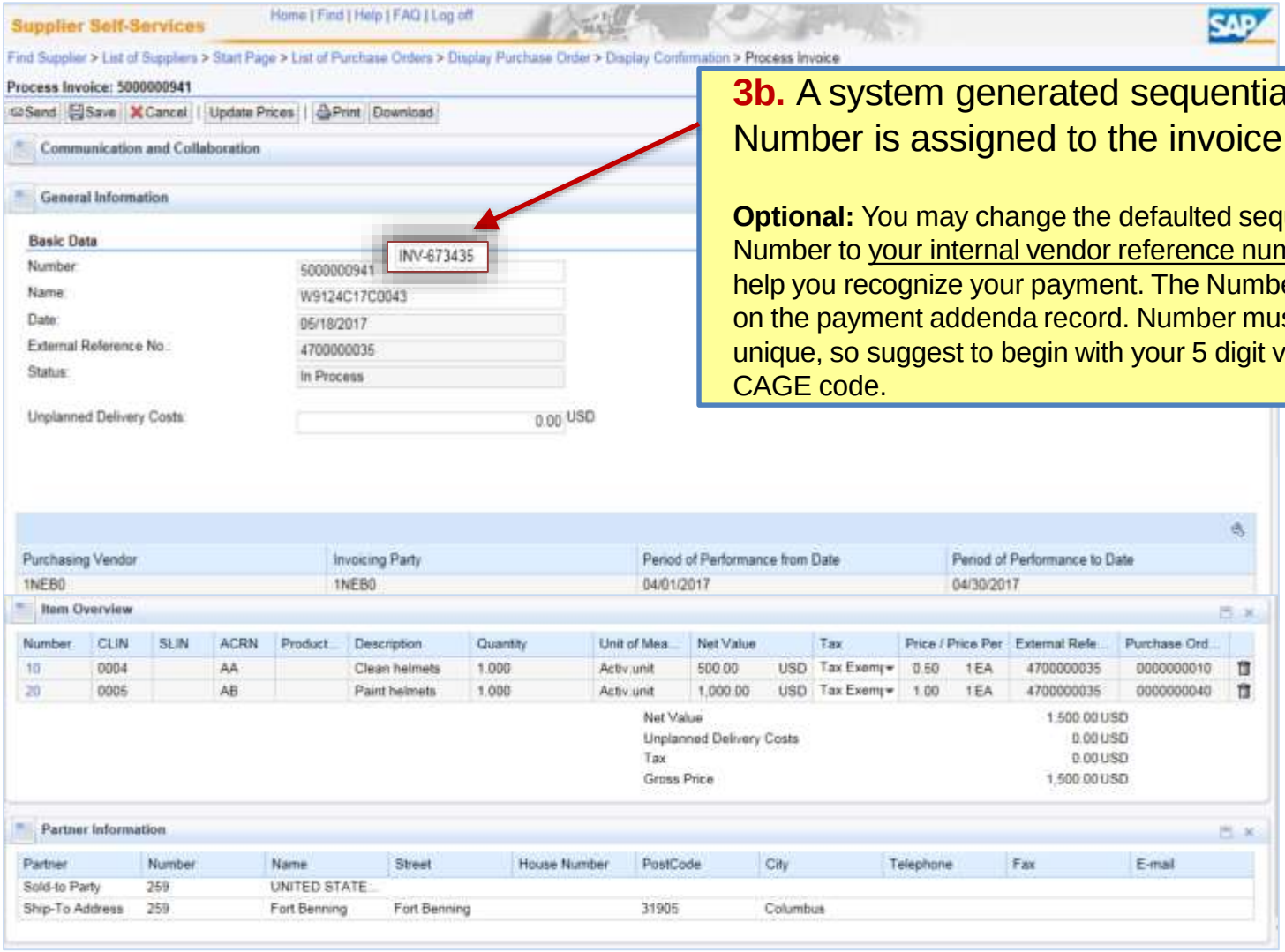
**3a.** Next step, select "**Create Invoice**"

## **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.
NOTE: the COR might need to reject the receiving report before you can re-submit if you do not have enough open. Once the COR rejects the receiving report, the funds will return for availability.

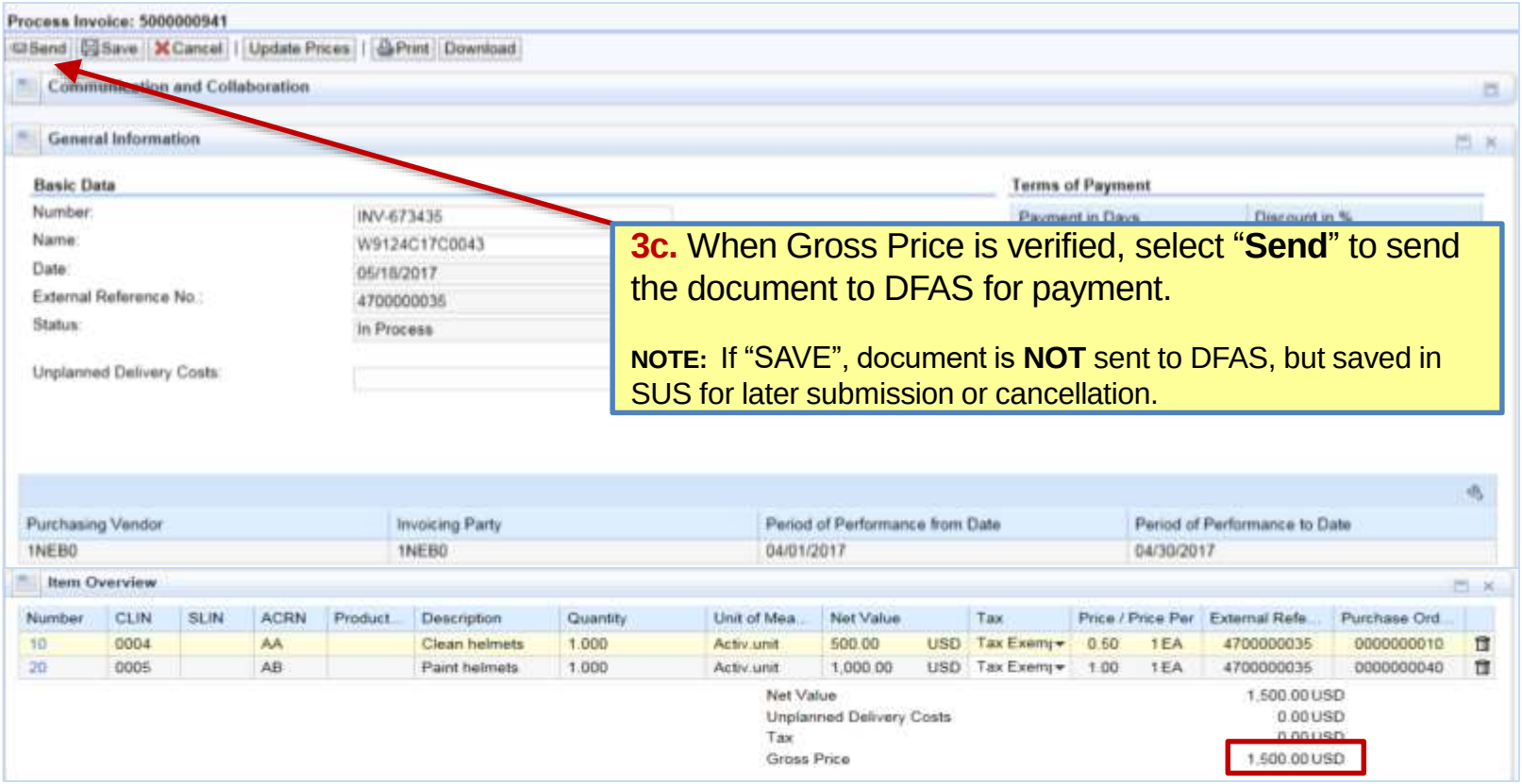
# Step 3b. Create E-Invoice




**3b.** 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.

# Step 3c. Create E-Invoice



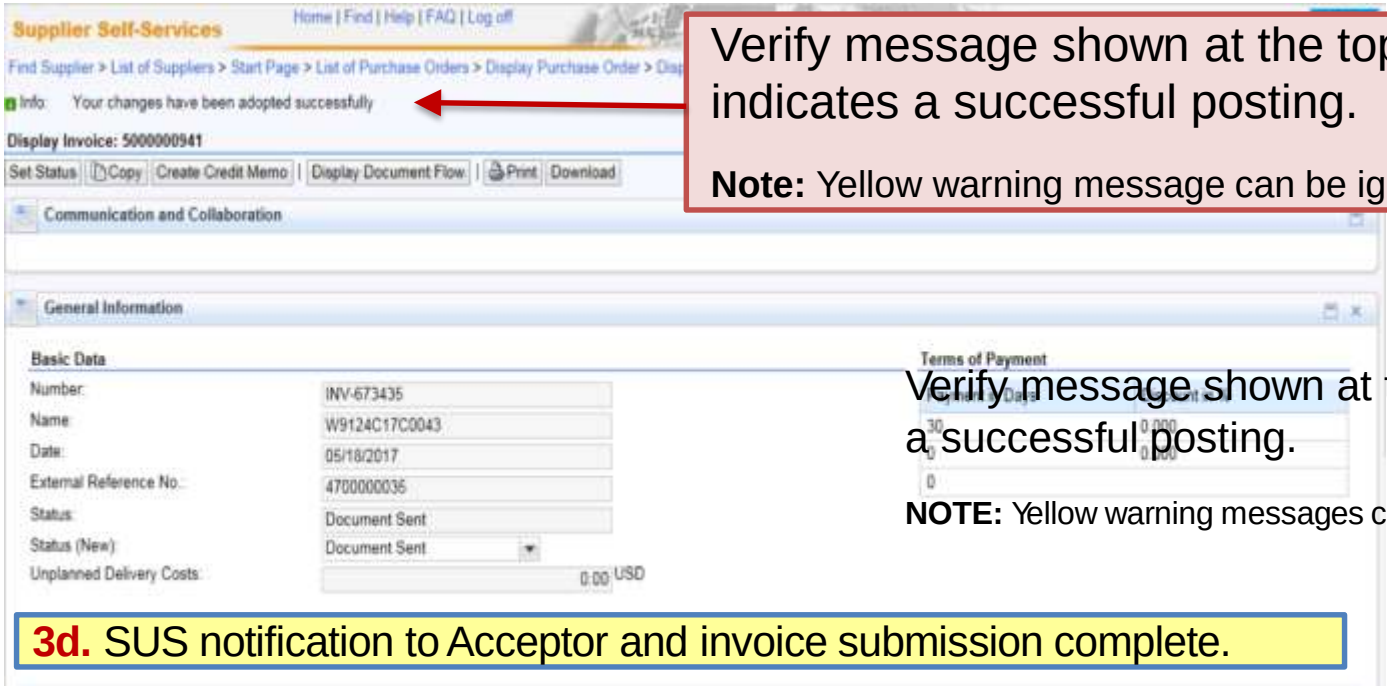

**3c.** When Gross Price is verified, select "**Send**" to send the document to DFAS for payment.

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

**NOTE:**
Do **NOT** change Quantity or Net Value on invoice since it must 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.

# Step 3d. Create E-Invoice




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

**Note:** Yellow warning message can be ignored.

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

**NOTE:** Yellow warning messages can be ignored.

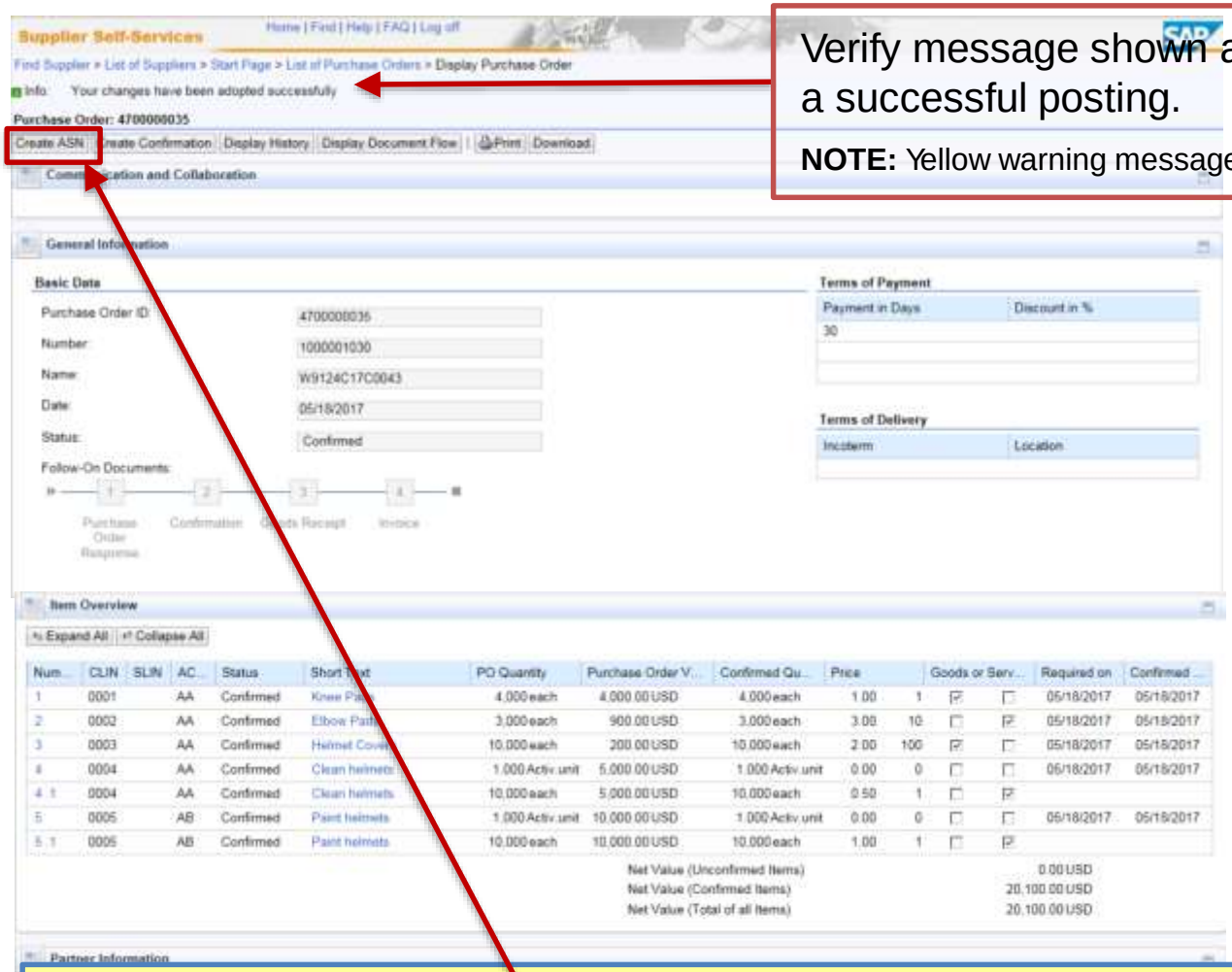
**3d.** SUS notification to Acceptor and invoice submission complete.

**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 – Slide #38)

# Steps to Create ASN and Invoice when the CLIN has the Goods box checked.

**Note**: for Services, go to slide # 20 to Create Confirmation and Invoice

# Step 2a. Create ASN for Quantity

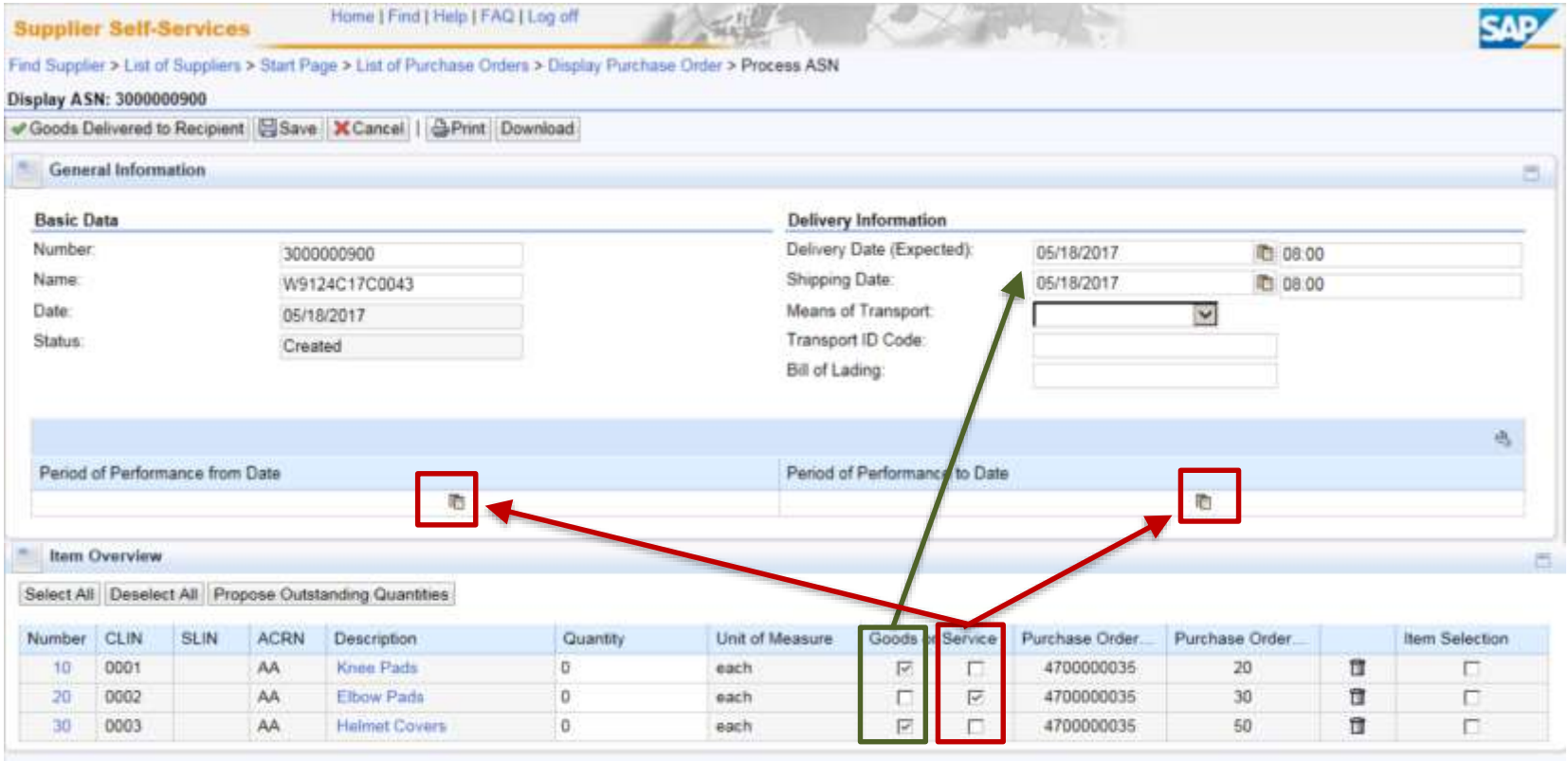



Verify message shown at the top of page indicates a successful posting.

**NOTE:** Yellow warning messages can be ignored.

**2a.** Next step, select "**Create ASN**" (Advanced Shipping Notification).
This action creates document similar to WAWF Receiving Report.

# Step 2b. Create ASN for Quantity



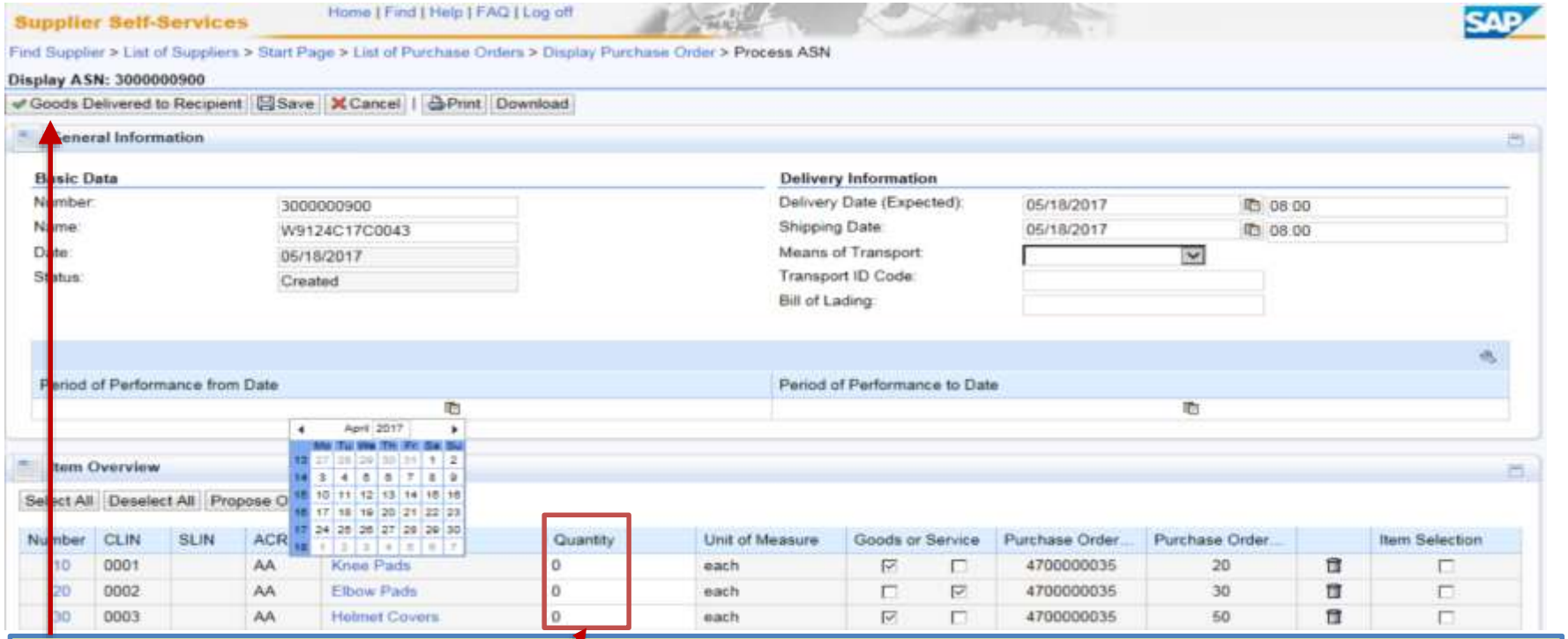

**2b**. Enter the Delivery Date of any Goods CLINS delivered

and/or

enter Period of Performance (to and from) dates of any Service CLINS provided using the calendar drop down.

Period of Performance dates will populate automatically in the Bill of Lading field.

# Step 2c/d. Create ASN for Quantity



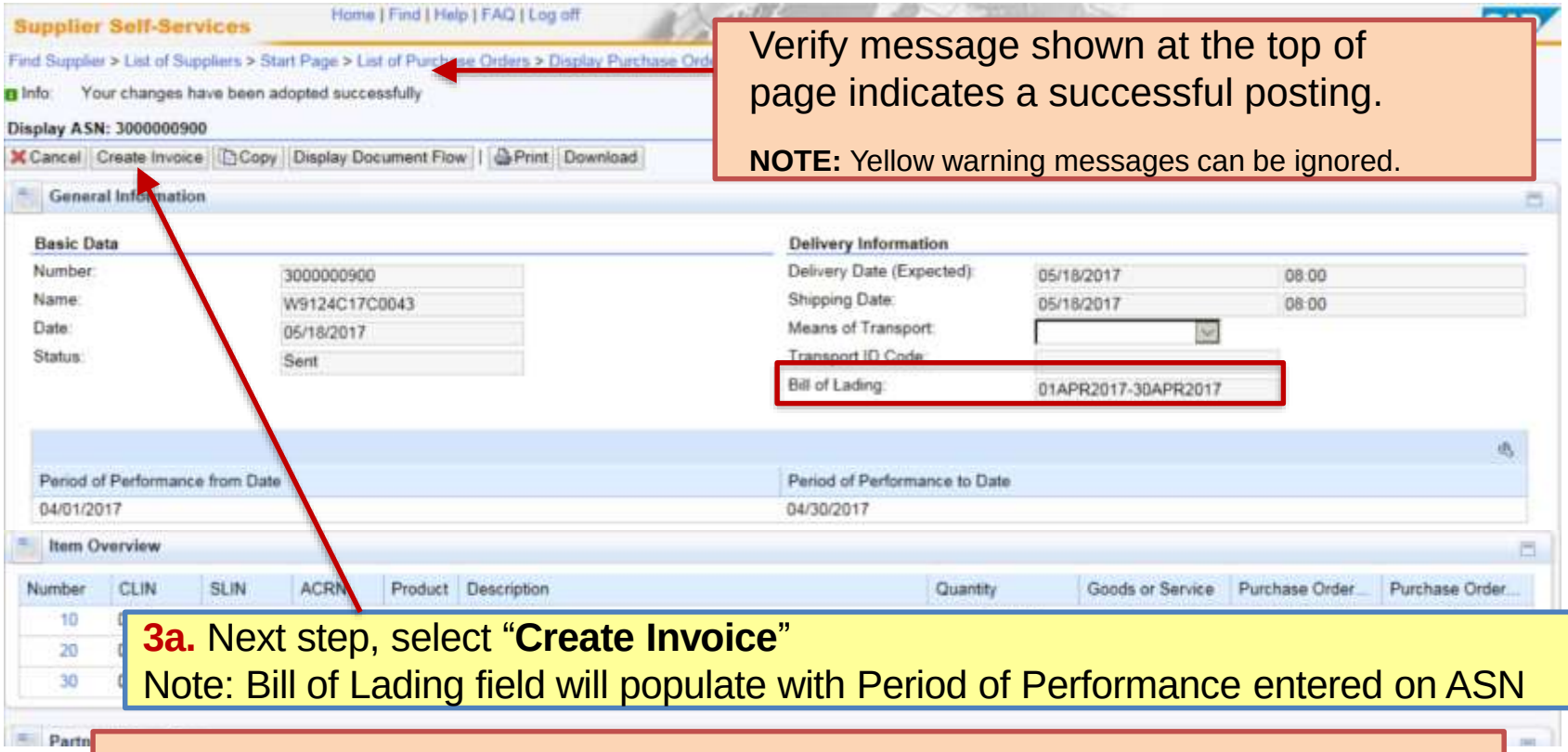

**2c.** Enter Quantity delivered.

In "**Quantity**" field, enter the **quantity** of goods shipped or service(s) performed if awarded as Months, Hours, etc.

**2d.** Check entries and select "**Goods Delivered to Recipient**" to send the document to acceptor.

**NOTE:**
- Do **NOT** change the defaulted 300000* Number.
- If you select "SAVE", document is **NOT** sent to assigned 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**"
Note: Bill of Lading field will populate with Period of Performance entered on ASN

## **ALERT**

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

If incorrect, select "**Cancel**" before sending invoice, then go back and "**Cancel ASN**".
Create a new ASN for the corrected quantity delivered, then submit a matching invoice.
**NOTE:** the Acceptor (or COR) might need to reject the receiving report before you can re-submit if you do not have enough open quantity. Once the Acceptor (or COR) rejects the receiving report, the quantity will be available.

# Step 3b. Create E-Invoice

Supplier Self-Services

Home | Find | Help | FAQ | Log off

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

Process Invoice: 5000000940

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

Communication and Collaboration

General Information

Basic Data

| | |
|---|---|
| Number: | 5000000940 |
| Name: | W9124C17C0043 |
| Date: | 05/18/2017 |
| External Reference No.: | 4700000035 |
| Status: | In Process |
| Unplanned Delivery Costs: | 0.00 |

INV-236742

**3b.** 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.

New PoP fields auto-populate from ASN

| Purchasing Vendor | Invoicing Party | Period of Performance from Date | Period of Performance to Date |
|---|---|---|---|
| 1NEB0 | 1NEB0 | 04/01/2017 | 04/30/2017 |

Item Overview

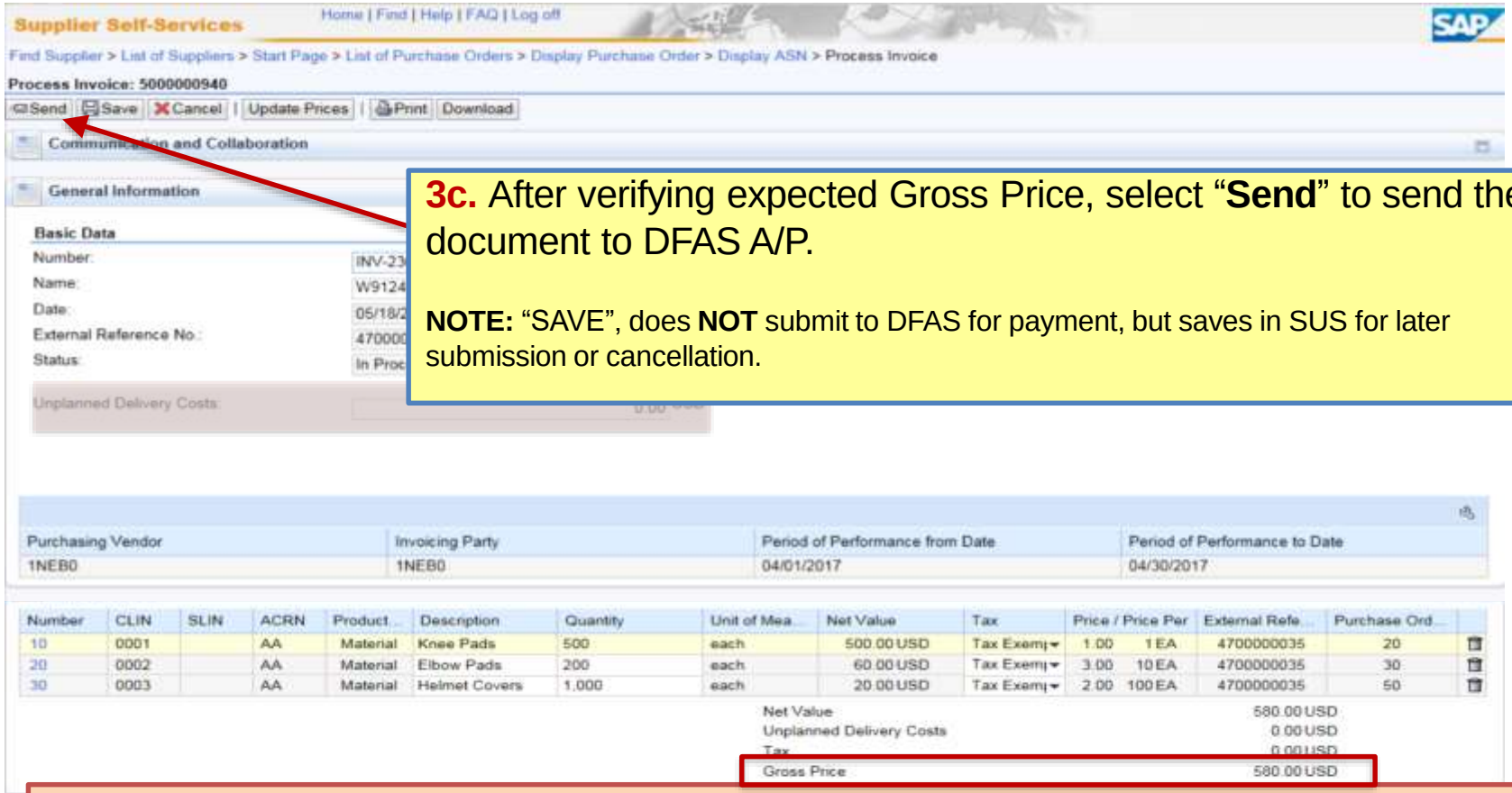
| Number | CLIN | SLIN | ACRN | Product... | Description | Quantity | Unit of Mea... | Net Value | Tax | Price / Price Per | | External Refe... | Purchase Ord... |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 10 | 0001 | | AA | Material | Knee Pads | 500 | each | 500.00 USD | Tax Exemp | 1.00 | 1 EA | 4700000035 | 20 |
| 20 | 0002 | | AA | Material | Elbow Pads | 200 | each | 60.00 USD | Tax Exemp | 3.00 | 10 EA | 4700000035 | 30 |
| 30 | 0003 | | AA | Material | Helmet Covers | 1,000 | each | 20.00 USD | Tax Exemp | 2.00 | 100 EA | 4700000035 | 50 |

| | |
|---|---|
| Net Value | 580.00 USD |
| Unplanned Delivery Costs | 0.00 USD |
| Tax | 0.00 USD |
| Gross Price | 580.00 USD |

Partner Information

| Partner | Number | Name | Street | House Number | PostCode | City | Telephone | Fax | E-mail |
|---|---|---|---|---|---|---|---|---|---|
| Sold-to Party | 259 | UNITED STATE... | | | | | | | |
| Ship-To Address | 259 | Fort Benning | Fort Benning | | 31905 | Columbus | | | |

# Step 3c. Create E-Invoice



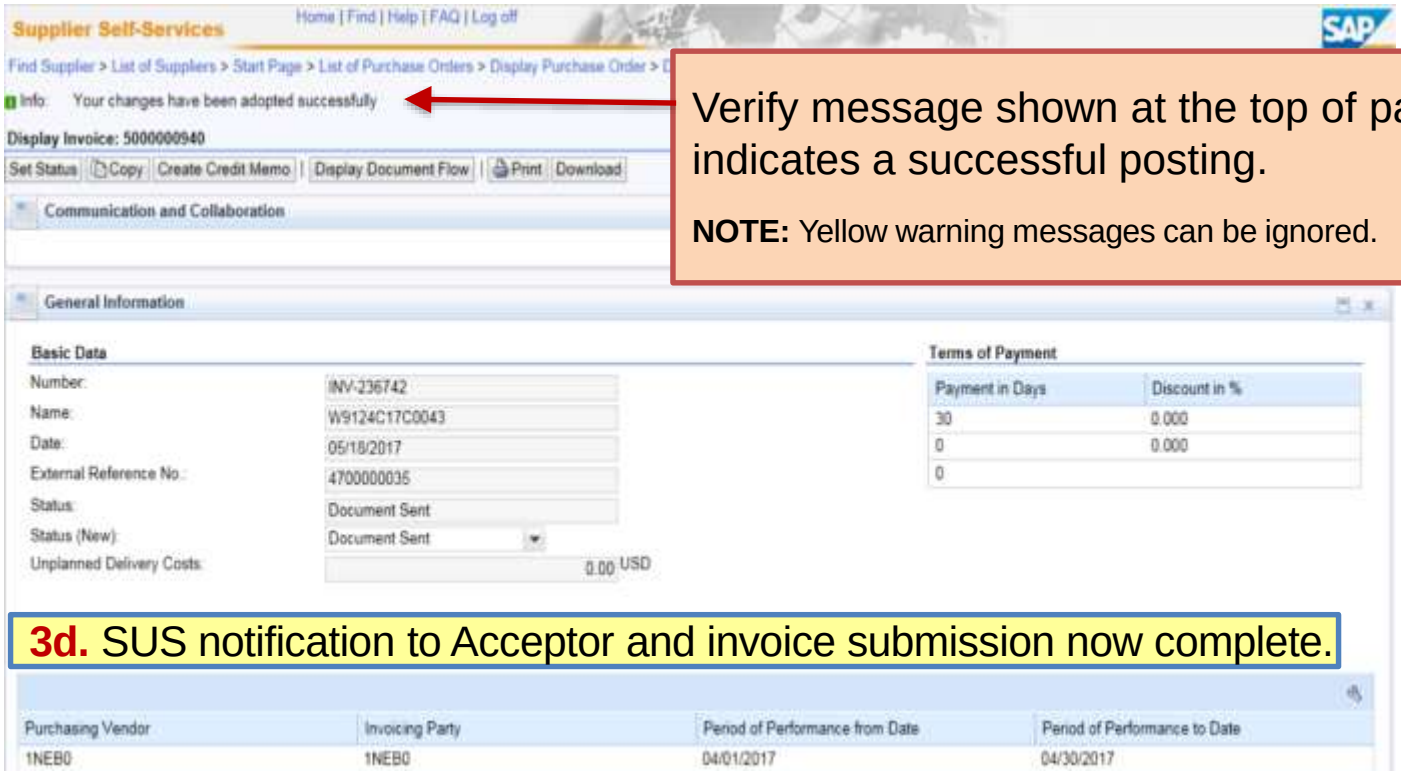

**3c.** After verifying expected Gross Price, select "**Send**" to send the document to DFAS A/P.

**NOTE:** "SAVE", does **NOT** submit to DFAS for payment, but saves in SUS for later submission or cancellation.

**NOTE:**
**DO NOT** change Quantity or Net Value on invoice since it <u>must</u> match ASN for payment certification.
**DO NOT** enter "Unplanned Delivery Costs" - 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 ASN**" and notify Acceptor to reject.
Must "**Create ASN**" again for the corrected quantity delivered, then submit a matching invoice.

# Step 3d. Create E-Invoice




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

**NOTE:** Yellow warning messages can be ignored.

**3d.** SUS notification to Acceptor and invoice submission now complete.

**NOTE:**
Status = "**Accepted by Customer**" means successfully sent to GFEBS. No need to change.
Acceptor is notified of Inbound Delivery created from ASN 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 – Slide # 38 and # 46).

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 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 |

**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

NOTE: you will receive an error as shown below until acceptance has been performed

Errors: Related invoice cannot be determined in back-end system

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

**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

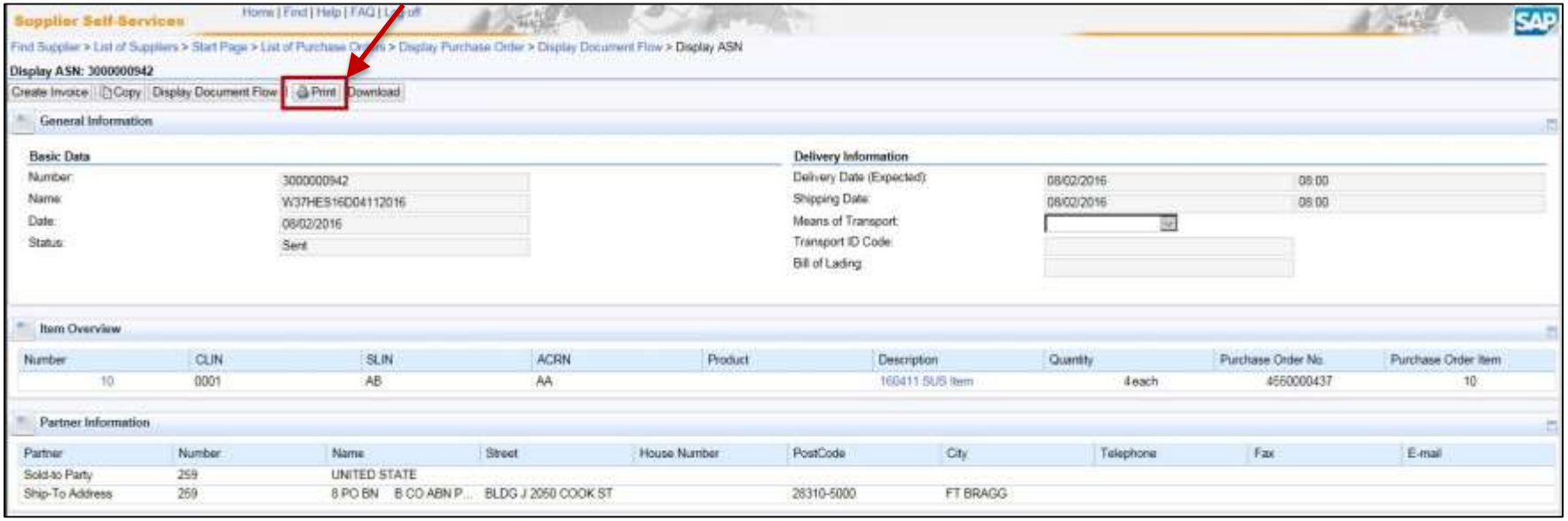
Terms of Payment

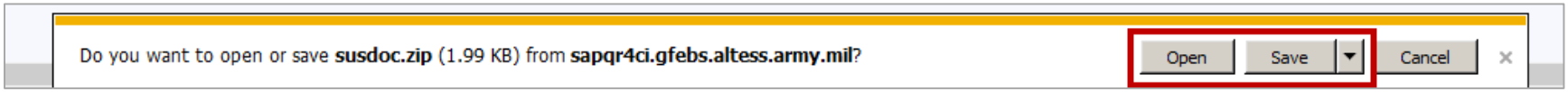
| Date | Invoiced Amount | Paid Amount | Status | ECC FI Document | Invoice Pymt Status | Check/EFT Date | Check/EFT # | Replacement Date | Replacement Chk No |
|---|---|---|---|---|---|---|---|---|---|
| 03/05/2012 | 2,485.95 USD | 2,485.95 USD | Paid | 5105601751 | PAID | 03/05/2012 | 08881234 | |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

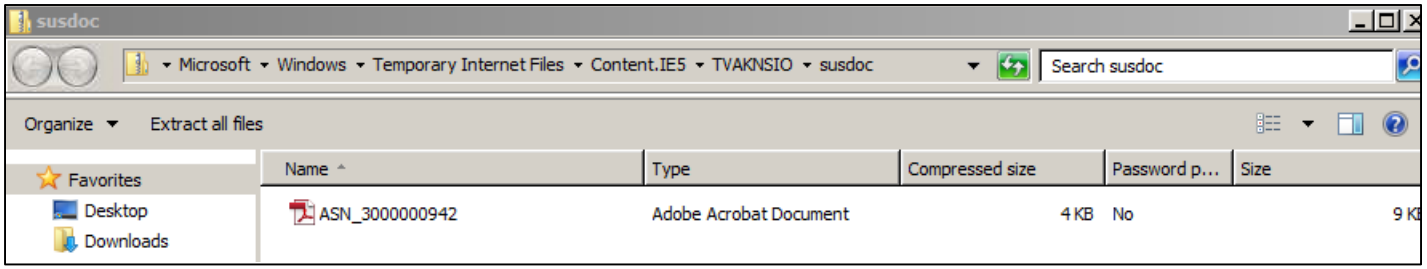
Check Payment Status

# Printing or Saving SUS Documents (Optional)

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



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 |

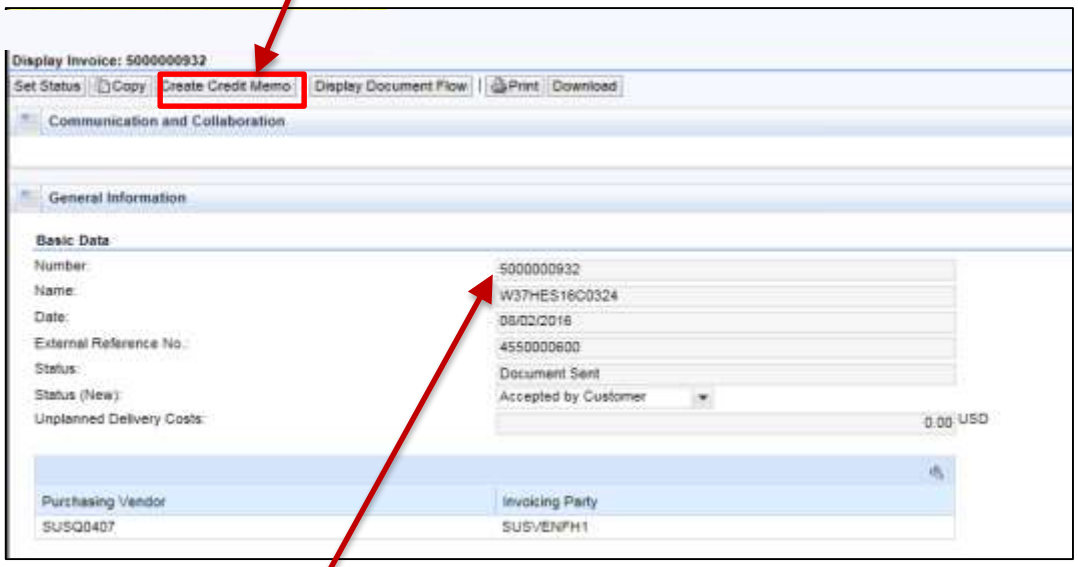
Shipping notification details

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

Example of PDF for ASN

# 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:**

Quyen Mark – quyen.t.mark.ctr@mail.mil or (703) 545-9068
Mike Menchaca – michael.w.menchaca.ctr@mail.mil or (703) 545-8895
Dan Carroll – daniel.m.carroll14.ctr@mail.mil or (703) 697-3775

# 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 'XXXX' (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 | XXXX | XXXXXX | | | XXXXXXXXX2 | | | | | | | | | | | 5000000100 | | 2012-03-06 | Processed |
| 2 | GFEBSP2P | Receiving Report | XXXX | XXXXXX | | | XXXXXXXXX2 | | 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 'XXXX' (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 | XXXXXX | | | XXXXXXXXX2 | | 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: XXXXXXXXXXX XXXXXX RR\4000000233\\GFEBSP2P\Accepted

Action System: GFEBSP2P

Document Type: Receiving Report

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

Processed Date:

Contract Number: XXXXXXXXXXX

Delivery Order:

Vendor CAGE\Ext: XXXXX

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: W91347-12P0082 \ XXXXX \ CI\5000000100\GFEBSP2P\Processed

Action System: GFEBSP2P

Document Type: Invoice

Acceptance Date:

Processed Date:

Contract Number: W91347-12P0082

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.Reject Lines Fully Invoiced in WAWF

**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 steps to acknowledge/confirm all items shown on slide #17.

Red X to "Reject"