



General Fund
Enterprise Business System
(GFEBS)

Supplier Self-Services (SUS)
Vendor Training

Last Updated 04 March 2019



ASA (FM&C)





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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



WideAreaWorkFlow

e-Business Suite 5.7.3

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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.



Certificate Login

[Certificate Login](#)

User ID Login

User ID

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



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.

Welcome to the Procurement Integrated Enterprise Environment

Post Award Admin



Contracting
Communication Module



Electronic Document
Access



Purpose Code
Management

Payment



Wide Area Workflow



myInvoice

Other



Web Based Training

<https://wawf.eb.mil/html/auth/home/home.xhtml>

Select "WAWF" ③

iRAPT (formerly WAWF)

User Vendor Documentation Lookup Exit

- Create Document
- 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 WAWF, select “Vendor” and “Create Document”

IRAPT (formerly WAWF)

User Vendor Documentation Lookup Exit

Vendor - Create Document

Contract Info

| CAGE Code / DUNS / DUNS+4 / Ext. * | Contractual? * | Contract Number Type | Contract Number * | Delivery Order | From Template? * |
|------------------------------------|--------------------------|----------------------|-------------------|----------------|--------------------------|
| XXXXXXXXXXXX | <input type="checkbox"/> | DoD Contract (FAR) | XXXXXXXXXXXX1 | | <input type="checkbox"/> |

* = Required Fields

Pre-Populate Contract Number/Delivery Order

| Contract Number begins with | Delivery Order begins with | Issue/Submitted Date | Issue/Submitted Date End | Populate From |
|-----------------------------|----------------------------|----------------------|--------------------------|---------------|
| | | YYYYMMDD | YYYYMMDD | EDA IRAPT |

[*] Advanced Search Criteria for IRAPT

NOTE: You must either enter a Contract Number or select one from the search results:

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

Next

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

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 | <input type="text"/> | DoD Contract (FAR) | XXXXXXXXXX | | XXXX | XXXXXXXXXX | | | HQ0678 |

* = Required Fields

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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 | <input type="text"/> | DoD Contract (FAR) | XXXXXXXXXX | | XXXX | XXXXXXXX | | | 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

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

https://prod.us.gfbc-wp.army.mil/waaf/ army.mil

You are being re-directed to SUS Application

Standard Mandatory DoD Notice and Consent Banner

Dated Effective: May 9, 2008

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

SUS OMB Control No. 0702-0126
Expiration: 02/28/2017

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Read notice and select “OK” **13** to be directed to SUS



SUS Screen Shot Instructions

3 Steps to Submit Invoice in SUS

The screenshots show the SAP Supplier Self-Service interface. The first screenshot shows the 'Process' button highlighted in the top navigation bar. The second screenshot shows the 'Create Invoice' button highlighted in the 'Create Invoice' section. The third screenshot shows the 'Item Overview' table with a highlighted row.

| Number | CLIN | BLIN | ACBN | Probel | Description | Quantity | ISSN | Purchase Order No. | Purchase Order Item |
|--------|------|------|------|--------|-------------|----------|------|--------------------|---------------------|
| 29 | 0001 | AA | AB | | Wire Trans | 1 | ISSN | 455000002 | 02 |

| Partner | Number | Name | Street | House Number | PostCode | City | Telephone | Fax | E-mail |
|-----------------|--------|--------------|---------|----------------------|----------|------------|-----------|-----|--------|
| Sold to Party | 29 | UNITED STATE | | | | | | | |
| Ship-To Address | 29 | 384 70 7th | REAR HD | 8120 1810 PATCH ROAD | 2804-000 | FORT SUEDE | | | |

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

| Number | CLIN | SUN | ACRN | Status | Product | Short Text | PO Quantity | Purchase Order V... | Confirmed Quantity | Required on | Confirmed for |
|--------|------|-----|------|------------|---------|---------------|-------------|---------------------|--------------------|--------------------------------|---------------|
| 10 | 0001 | AA | AB | In Process | | Knee Pads | 4,000 each | 4,000.00 USD | 0 each | 09/19/2016 | |
| 20 | 0002 | AB | AB | In Process | | Elbow Pads | 3,000 each | 1,500.00 USD | 0 each | 09/19/2016 | |
| 30 | 0003 | AC | AB | In Process | | Helmet Covers | 1,000 each | 2,000.00 USD | 0 each | 09/19/2016 | |
| | | | | | | | | | | Net Value (Unconfirmed Items) | 7,500.00 USD |
| | | | | | | | | | | Net Value (Confirmed Items) | 0.00 USD |
| | | | | | | | | | | Net Value (Total of all Items) | 7,500.00 USD |

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.

| Number | CLIN | SLIN | ACRN | Status | Product | Short Text | PO Quantity | Purchase Or... | Confirmed Q... | Unit of Measure | Required on | Confirmed for |
|--------|------|------|------|------------|----------|------------|------------------|----------------|----------------|-----------------|-------------|---------------|
| 1 | 0001 | AA | AA | In Process | Mowing | | 1,000 Activ unit | 50,000.00 USD | 1,000 | Activ unit | | 09/19/2016 |
| L 1.1 | 0001 | AA | AA | In Process | Mowing | | 5,000 Acre | 50,000.00 USD | 5,000 | Acre | | |
| 2 | 0002 | AB | AA | In Process | Trimming | | 1,000 Activ unit | 30,000.00 USD | 1,000 | Activ unit | | 05/19/2016 |
| L 2.1 | 0002 | AB | AA | In Process | Trimming | | 30,000.000 Activ | 30,000.00 USD | 30,000.000 | Activ unit | | |

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

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

| 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 | <input checked="" type="checkbox"/> <input type="checkbox"/> | 05/18/2017 | 05/18/2017 |
| 2 | 0002 | | AA | Confirmed | Elbow Pads | 3,000 each | 900.00 USD | 3,000 each | 3.00 | <input type="checkbox"/> <input checked="" type="checkbox"/> | 05/18/2017 | 05/18/2017 |
| 3 | 0003 | | AA | Confirmed | Helmet Covers | 10,000 each | 200.00 USD | 10,000 each | 2.00 | <input checked="" type="checkbox"/> <input type="checkbox"/> | 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 | <input type="checkbox"/> <input type="checkbox"/> | 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 | <input type="checkbox"/> <input checked="" type="checkbox"/> | | |
| 5 | 0005 | | AB | Confirmed | Paint helmets | 1,000 Activ unit | 10,000.00 USD | 1,000 Activ unit | 0.00 | <input type="checkbox"/> <input type="checkbox"/> | 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 | <input type="checkbox"/> <input checked="" type="checkbox"/> | | |
| | | | | | | | | | | | Net Value (Unconfirmed Items) | 0.00 USD |
| | | | | | | | | | | | Net Value (Confirmed Items) | 20,100.00 USD |
| | | | | | | | | | | | Net Value (Total of all Items) | 20,100.00 USD |

Step 1d. PO Acknowledgment

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

Purchase Order: 4550000600

Communication and Collaboration

Attachments

No Attachments Available

General Information

Basic Data

Purchase Order ID: 4550000600

Number: 1000001190

Name: W37HES16C0324

Date: 09/05/2016

Status: In Process

Follow-On Document

Terms of Payment

Payment in Days: 30

Discount in %:

Terms of Delivery

Incoterms: Location:


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

Item Overview

| Number | CLIN | SLIN | ACRN | | | Status | Product | Short Text | PO Quantity | Purchase Order... | Confirmed Qua... | Unit of Measure | Required on | Confirmed for |
|--------------------------------|------|------|------|--|--|-----------|---------------|------------|-------------|-------------------|------------------|-----------------|-------------|---------------|
| 10 | 0001 | AA | AB | | | Confirmed | Knee Pads | | 4,000 each | 4,000.00 USD | 4,000 | each | 09/19/2016 | 09/19/2016 |
| 20 | 0002 | AB | AB | | | Confirmed | Elbow Pads | | 3,000 each | 1,500.00 USD | 3,000 | each | 09/19/2016 | 09/19/2016 |
| 30 | 0003 | AC | AB | | | Confirmed | Helmet Covers | | 1,000 each | 2,000.00 USD | 1,000 | each | 09/19/2016 | 09/19/2016 |
| Net Value (Unconfirmed Items) | | | | | | | | | | | | 7,500.00 USD | | |
| Net Value (Confirmed Items) | | | | | | | | | | | | 0.00 USD | | |
| Net Value (Total of all Items) | | | | | | | | | | | | 7,500.00 USD | | |

Partner Information

| Partner | Number | Name | Street | House Number | PostCode | City | Telephone | Fax | E-mail |
|----------------|--------|-------------------|----------------------|--------------|------------|-------------|-----------|-----|--------|
| Sold-to Party | 259 | UNITED STATE | | | | | | | |
| Shp-To Address | 259 | 384 TC TM REAR HD | BLDG 1610 PATCH ROAD | | 29604-5000 | FORT EUSTIS | | | |



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

| 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 | <input type="checkbox"/> | 05/18/2017 | 05/18/2017 |
| 2 | 0002 | AA | Confirmed | Elbow Pads | 3,000 each | 900.00 USD | 3,000 each | 3.00 | 10 | <input type="checkbox"/> | 05/18/2017 | 05/18/2017 |
| 3 | 0003 | AA | Confirmed | Helmet Covers | 10,000 each | 200.00 USD | 10,000 each | 2.00 | 100 | <input type="checkbox"/> | 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 | <input type="checkbox"/> | 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 | <input type="checkbox"/> | | |
| 5 | 0005 | AB | Confirmed | Paint helmets | 1,000 Activ unit | 10,000.00 USD | 1,000 Activ unit | 0.00 | 0 | <input type="checkbox"/> | 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 | <input type="checkbox"/> | | |

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

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

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

Confirmation: 4000002361

Confirm Save Cancel Print Download

Communication and Collaboration

General Information

Basic Data

Confirmation: 4000002361
Name: W9124C17C0043
Date: 05/18/2017
Purchase Order No.: 4700000035
Status: Created

Service Information

Service Agent Name:
Service Location:

Period of Performance from Date:

Period of Performance from Date:

Item Overview

Expand All Collapse All Select All Deselect All Propose Outstanding Quantities Update Prices

| No. | CLIN | SLIN | AC | Status | Product T... | Line Type | Description | Quantity | Unit o... | Quantity Ordered | Open | Net Value | Item Sele... |
|-----------|------|------|----|------------|--------------|-----------|---------------|----------|-----------|------------------|-------------|-----------|--------------------------|
| 1 | 0004 | | AA | In Process | | | Clean helmets | | | | | 0.00 USD | <input type="checkbox"/> |
| 1.1 | 0004 | | AA | In Process | Service | Standard | Clean helmets | 0 | each | 10,000 each | 10,000 each | 0.00 USD | <input type="checkbox"/> |
| 2 | 0005 | | AB | In Process | | | Paint helmets | | | | | 0.00 USD | <input type="checkbox"/> |
| 2.1 | 0005 | | AB | In Process | Service | Standard | Paint helmets | 0 | each | 10,000 each | 10,000 each | 0.00 USD | <input type="checkbox"/> |
| Net Value | | | | | | | | | | | | 0.00 USD | |



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

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

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

Communication and Collaboration

General Information

Basic Data

Confirmation: 4000002351
Name: W9124C17C0043
Date: 05/18/2017
Purchase Order No.: 4700000035
Status: Created

Service Information

Service Agent Name:
Service Location:

Period of Performance from Date: 04/01/2017
Period of Performance to Date: 04/30/2017

Item Overview

| No. | CLIN | SLIN | AC | Status | Product T... | Line Type | Description | Quantity | Unit o... | Quantity Ordered | Open | Net Value | Item Sele |
|-----|------|------|----|------------|--------------|-----------|---------------|----------|-----------|------------------|-------------|-----------|--------------------------|
| 1 | 0004 | | AA | In Process | | | Clean helmets | 10,000 | each | 10,000 each | 10,000 each | 0.00 USD | <input type="checkbox"/> |
| 1.1 | 0004 | | AA | In Process | Service | Standard | Clean helmets | 10,000 | each | 10,000 each | 10,000 each | 0.00 USD | <input type="checkbox"/> |
| 2 | 0005 | | AB | In Process | | | Paint helmets | 10,000 | each | 10,000 each | 10,000 each | 0.00 USD | <input type="checkbox"/> |
| 2.1 | 0005 | | AB | In Process | Service | Standard | Paint helmets | 10,000 | each | 10,000 each | 10,000 each | 0.00 USD | <input type="checkbox"/> |

0.00 USD

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

The screenshot shows the SAP Supplier Self-Services interface. At the top, there is a navigation breadcrumb: "Find Supplier > List of Suppliers > Start Page > List of Purchase Orders > Display Purchase Order > Display Cor...". Below this, a green information message states: "Info: Your changes have been adopted successfully". A red arrow points from this message to a text box on the right. Below the message is a confirmation number: "Confirmation: 4000002361". There are buttons for "Create Invoice", "Copy", "Display Document Flow", "Print", and "Download". A red arrow points from the "Create Invoice" button to a yellow text box at the bottom. The main area is divided into "General Information" and "Service Information". The "General Information" section includes "Basic Data" with fields for Confirmation (4000002361), Name (W9124C17C0043), Date (05/18/2017), Purchase Order No. (4700000035), Status (Accepted by Customer), and Period of Performance from/to dates (04/01/2017 to 04/30/2017). The "Service Information" section includes Service Agent Name and Service Location (01APR2017-30APR2017). Below this is a table with columns: Number, CLIN, SLIN, ACRN, Status, Product Type, Line Type, Description, Quantity, Quantity Ordered, Open, and Net Value. The table contains two main rows for "Clean helmets" and "Paint helmets", each with a sub-row for "L.". The "Net Value" for the "Paint helmets" row is 1,000.00USD, and the total "Net Value" at the bottom is 1,500.00USD. At the bottom left, there is a "Partner Information" section with fields for Partner, Sold-to Party, and Ship-to Address.

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

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

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

Process Invoice: 5000000941

Send Save Cancel Update Prices Print Download

Communication and Collaboration

General Information

Basic Data

Number: 5000000941 INV-673435

Name: W9124C17C0043

Date: 05/18/2017

External Reference No.: 4700000035

Status: In Process

Unplanned Delivery Costs: 0.00 USD

| 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 | 0004 | | AA | | Clean helmets | 1,000 | Activ unit | 500.00 | USD | Tax Exempt 0.50 | 1 EA 4700000035 | 0000000010 |
| 20 | 0005 | | AB | | Paint helmets | 1,000 | Activ unit | 1,000.00 | USD | Tax Exempt 1.00 | 1 EA 4700000035 | 0000000040 |
| | | | | | | | | | | | Net Value | 1,500.00 USD |
| | | | | | | | | | | | Unplanned Delivery Costs | 0.00 USD |
| | | | | | | | | | | | Tax | 0.00 USD |
| | | | | | | | | | | | Gross Price | 1,500.00 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 | | | |

3b. 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.

Step 3c. Create E-Invoice

Process Invoice: 500000941

Send Save Cancel Update Prices Print Download

Communication and Collaboration

General Information

Basic Data

Number: INV-673435

Name: W9124C17C0043

Date: 05/18/2017

External Reference No.: 4700000035

Status: In Process

Unplanned Delivery Costs:

Terms of Payment

Payment in Days: Discount in %:

Purchasing Vendor: 1NEB0 Invoicing Party: 1NEB0 Period of Performance from Date: 04/01/2017 Period of Performance to Date: 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 | 0004 | | AA | | Clean helmets | 1.000 | Activ.unit | 500.00 USD | Tax Exemj | 0.50 1 EA | 4700000035 | 0000000010 |
| 20 | 0005 | | AB | | Paint helmets | 1.000 | Activ.unit | 1,000.00 USD | Tax Exemj | 1.00 1 EA | 4700000035 | 0000000040 |

Net Value: 1,500.00 USD

Unplanned Delivery Costs: 0.00 USD

Tax: 0.00 USD

Gross Price: 1,500.00 USD

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

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

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

Info: Your changes have been adopted successfully

Display Invoice: 5000000941

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

Communication and Collaboration

General Information

Basic Data

| | |
|---------------------------|---------------|
| Number: | INV-673435 |
| Name: | W9124C17C0043 |
| Date: | 05/18/2017 |
| External Reference No.: | 4700000035 |
| Status: | Document Sent |
| Status (New): | Document Sent |
| Unplanned Delivery Costs: | 0.00 USD |

Terms of Payment

| | |
|---------------|-------|
| Payment Days | 30 |
| Discount | 0.000 |
| Discount Days | 0 |
| Discount Rate | 0.000 |

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.

The screenshot displays the SAP Supplier Self-Service interface for a purchase order. At the top, a navigation breadcrumb reads: Find Supplier > List of Suppliers > Start Page > List of Purchase Orders > Display Purchase Order. Below this, an information message states: "Info: Your changes have been adopted successfully". The purchase order number is 470000035. A menu bar includes "Create ASN", "Create Confirmation", "Display History", "Display Document Flow", "Print", and "Download". The "Create ASN" button is highlighted with a red box and a red arrow pointing to it. The interface is divided into sections: "Communication and Collaboration", "General Information", "Item Overview", and "Partner Information". The "General Information" section includes "Basic Data" (Purchase Order ID: 470000035, Number: 1000001030, Name: W9124C17C0043, Date: 05/18/2017, Status: Confirmed) and "Terms of Payment" (Payment in Days: 30). The "Item Overview" section contains a table with columns: Num., CLIN, SLIN, AC, Status, Short Text, PO Quantity, Purchase Order V., Confirmed Qu., Price, Goods or Serv., Required on, and Confirmed. The table lists five items, all with a status of "Confirmed". Summary rows at the bottom show: Net Value (Unconfirmed Items) 0.00 USD, Net Value (Confirmed Items) 20,100.00 USD, and Net Value (Total of all Items) 20,100.00 USD.

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

Step 2b. Create ASN for Quantity

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

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

Display ASN: 3000000900

Goods Delivered to Recipient Save Cancel Print Download

General Information

| | |
|---------------------|--|
| Basic Data | Delivery Information |
| Number: 3000000900 | Delivery Date (Expected): 05/18/2017 08:00 |
| Name: W9124C17C0043 | Shipping Date: 05/18/2017 08:00 |
| Date: 05/18/2017 | Means of Transport: [Dropdown] |
| Status: Created | Transport ID Code: [Field] |
| | Bill of Lading: [Field] |

Period of Performance from Date [Calendar Icon] Period of Performance to Date [Calendar Icon]

Item Overview

Select All Deselect All Propose Outstanding Quantities

| Number | CLIN | SLIN | ACRN | Description | Quantity | Unit of Measure | Goods | Service | Purchase Order... | Purchase Order... | | Item Selection |
|--------|------|------|------|---------------|----------|-----------------|-------------------------------------|-------------------------------------|-------------------|-------------------|--------------------------|--------------------------|
| 10 | 0001 | | AA | Knee Pads | 0 | each | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 4700000035 | 20 | <input type="checkbox"/> | <input type="checkbox"/> |
| 20 | 0002 | | AA | Elbow Pads | 0 | each | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 4700000035 | 30 | <input type="checkbox"/> | <input type="checkbox"/> |
| 30 | 0003 | | AA | Helmet Covers | 0 | each | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 4700000035 | 50 | <input type="checkbox"/> | <input type="checkbox"/> |



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

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

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

Display ASN: 3000000900

Goods Delivered to Recipient Save Cancel Print Download

General Information

| | |
|---------------------|--|
| Basic Data | Delivery Information |
| Number: 3000000900 | Delivery Date (Expected): 05/18/2017 08:00 |
| Name: W9124C17C0043 | Shipping Date: 05/18/2017 08:00 |
| Date: 05/18/2017 | Means of Transport: [Dropdown] |
| Status: Created | Transport ID Code: [Text] |
| | Bill of Lading: [Text] |

Period of Performance from Date: [Text] Period of Performance to Date: [Text]

Item Overview

Select All Deselect All Propose O

| Number | CLIN | SLIN | ACR | Quantity | Unit of Measure | Goods or Service | Purchase Order ... | Purchase Order ... | Item Selection |
|--------|------|------|-----|----------|-----------------|--|--------------------|--------------------|--------------------------|
| 10 | 0001 | | AA | 0 | each | <input checked="" type="checkbox"/> <input type="checkbox"/> | 4700000035 | 20 | <input type="checkbox"/> |
| 20 | 0002 | | AA | 0 | each | <input type="checkbox"/> <input checked="" type="checkbox"/> | 4700000035 | 30 | <input type="checkbox"/> |
| 30 | 0003 | | AA | 0 | each | <input checked="" type="checkbox"/> <input type="checkbox"/> | 4700000035 | 50 | <input type="checkbox"/> |

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

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

Display ASN: 3000000900

Cancel Create Invoice Copy Display Document Flow Print Download

General Information

Basic Data

Number: 3000000900

Name: W9124C17C0043

Date: 05/18/2017

Status: Sent

Delivery Information

Delivery Date (Expected): 05/18/2017 08:00

Shipping Date: 05/18/2017 08:00

Means of Transport:

Transport ID Code:

Bill of Lading: 01APR2017-30APR2017

Period of Performance from Date: 04/01/2017

Period of Performance to Date: 04/30/2017

Item Overview

| Number | CLIN | SLIN | ACRN | Product | Description | Quantity | Goods or Service | Purchase Order... | Purchase Order... |
|--------|------|------|------|---------|-------------|----------|------------------|-------------------|-------------------|
| 10 | | | | | | | | | |
| 20 | | | | | | | | | |
| 30 | | | | | | | | | |

3a. Next step, select "Create Invoice"
Note: Bill of Lading field will populate with Period of Performance entered on ASN

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

NOTE: Yellow warning messages can be ignored.

****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 INV-236742

Name: W9124C17C0043

Date: 05/18/2017

External Reference No.: 4700000035

Status: In Process

Unplanned Delivery Costs: 0.00

3b. 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.

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 Exempt | 1.00 1 EA | 4700000035 | 20 |
| 20 | 0002 | | AA | Material | Elbow Pads | 200 | each | 60.00 USD | Tax Exempt | 3.00 10 EA | 4700000035 | 30 |
| 30 | 0003 | | AA | Material | Helmet Covers | 1,000 | each | 20.00 USD | Tax Exempt | 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

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

Communication and Collaboration

General Information

Basic Data

Number: INV-23
Name: W9124
Date: 05/18/2017
External Reference No.: 470000
Status: In Proc

Unplanned Delivery Costs: 0.00 USD

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

| 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 Exemj | 1.00 1 EA | 4700000035 | 20 |
| 20 | 0002 | | AA | Material | Elbow Pads | 200 | each | 60.00 USD | Tax Exemj | 3.00 10 EA | 4700000035 | 30 |
| 30 | 0003 | | AA | Material | Helmet Covers | 1,000 | each | 20.00 USD | Tax Exemj | 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

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 must 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

The screenshot displays the SAP Supplier Self-Services interface. At the top, there is a navigation breadcrumb: "Find Supplier > List of Suppliers > Start Page > List of Purchase Orders > Display Purchase Order > [Invoice ID]". Below this, a green information message states: "Info: Your changes have been adopted successfully". A red arrow points from this message to a callout box. The main content area shows "Display Invoice: 5000000940" and a toolbar with buttons for "Set Status", "Copy", "Create Credit Memo", "Display Document Flow", "Print", and "Download". There are two tabs: "Communication and Collaboration" and "General Information". The "General Information" tab is active, showing "Basic Data" and "Terms of Payment".

| Basic Data | |
|---------------------------|---------------|
| Number: | INV-236742 |
| Name: | W9124C17C0043 |
| Date: | 05/19/2017 |
| External Reference No.: | 4700000035 |
| Status: | Document Sent |
| Status (New): | Document Sent |
| Unplanned Delivery Costs: | 0.00 USD |

| Terms of Payment | |
|------------------|---------------|
| Payment in Days | Discount in % |
| 30 | 0.000 |
| 0 | 0.000 |
| 0 | |

At the bottom, a table shows performance details:

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

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](#)).



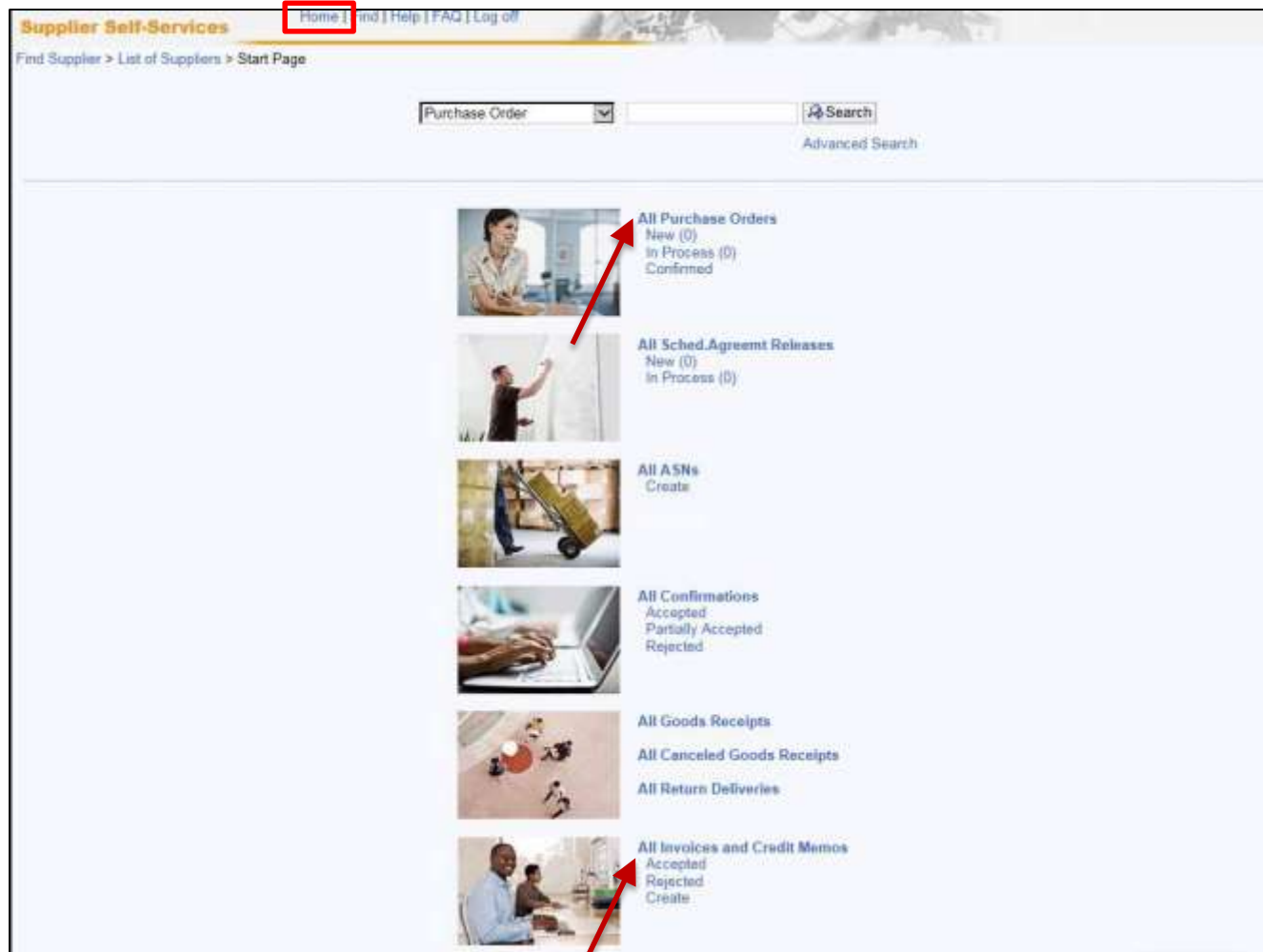
Verify Documents Posted

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: 500000931

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

Communication and Collaboration

General Information

Basic Data

| | |
|--------------------------|----------------------|
| Number: | 500000931 |
| Name: | W37HES16D04112016 |
| Date: | 08/02/2016 |
| External Reference No.: | 455000437 |
| Status: | Document Sent |
| Status (New): | Accepted by Customer |
| Unplanned Delivery Cost: | 0.00 USD |

Terms of Payment

| Payment in Days | Discount in % |
|-----------------|---------------|
| 30 | 0.000 |
| 0 | 0.000 |
| 0 | |

Purchasing Vendor: SUSQ0411 Invoicing Party: 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

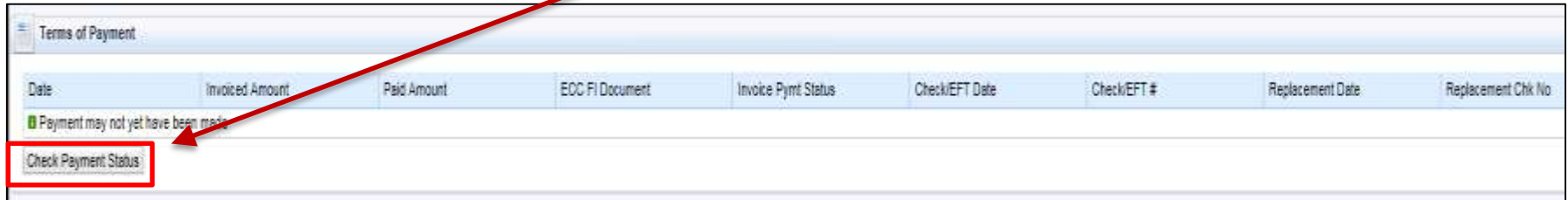
| Document Type | Number | Document Name | Document Date | Status | Total Value |
|-----------------|-----------|-------------------|---------------|----------------------|--------------|
| Purchase Order | 100000971 | W37HES16D04112016 | 04/11/2016 | Confirmed | 1,516.65 USD |
| Shipping Notif. | 300000731 | W37HES16D04112016 | 04/11/2016 | Sent | 0.00 |
| Invoice | 500000791 | W37HES16D04112016 | 04/11/2016 | Document Sent | 1.11 USD |
| Confirmation | 400002171 | W37HES16D04112016 | 04/11/2016 | Accepted by Customer | 3.00 USD |
| Invoice | 500000792 | W37HES16D04112016 | 04/11/2016 | Document Sent | 3.00 USD |
| Goods Receipt | 400002172 | W37HES16D04112016 | 04/11/2016 | New | 1.11 USD |
| Shipping Notif. | 300000942 | 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

The screenshot shows the SAP Supplier Self Services interface for displaying an ASN. The breadcrumb trail is: Find Supplier > List of Suppliers > Start Page > List of Purchase Orders > Display Purchase Order > Display Document Flow > Display ASN. The page title is "Display ASN: 3000000942". Below the title are buttons for "Create Invoice", "Copy", "Display Document Flow", "Print", and "Download". A red box highlights the "Print" button, with a red arrow pointing to it from the instruction above. The main content area is divided into sections: "General Information", "Basic Data", "Delivery Information", "Item Overview", and "Partner Information".

| Basic Data | | Delivery Information | |
|------------|-------------------|---------------------------|------------------|
| Number: | 3000000942 | Delivery Date (Expected): | 08/02/2016 08:00 |
| Name: | W37HE516D04112016 | Shipping Date: | 08/02/2016 08:00 |
| Date: | 08/02/2016 | Means of Transport: | |
| Status: | Sent | Transport ID Code: | |
| | | Bill of Lading: | |

| Number | CLIN | SLIN | ACRN | Product | Description | Quantity | Purchase Order No. | Purchase Order Item |
|--------|------|------|------|---------|-----------------|----------|--------------------|---------------------|
| 10 | 0001 | AB | AA | | 160411 SUS Item | 4 each | 4560000437 | 10 |

| Partner | Number | Name | Street | House Number | PostCode | City | Telephone | Fax | E-mail |
|-----------------|--------|-----------------------|---------------------|--------------|------------|----------|-----------|-----|--------|
| Sold-to Party | 259 | UNITED STATE | | | | | | | |
| Ship-To Address | 259 | 8 PO BN B CO ABN P... | BLDG J 2050 COOK ST | | 28310-5000 | FT BRAGG | | | |

A file download dialog box is shown with the text: "Do you want to open or save **susdoc.zip** (1.99 KB) from **sapqr4ci.gfebs.altess.army.mil**?". The "Open" and "Save" buttons are highlighted with a red box.

A Windows Explorer window titled "susdoc" is shown. The address bar displays "Microsoft Windows Temporary Internet Files Content.IE5 TVAKNSIO susdoc". The "Organize" menu is open, showing "Extract all files". The file list contains one entry:

| Name | Type | Compressed size | Password p... | Size |
|----------------|------------------------|-----------------|---------------|------|
| ASN_3000000942 | Adobe Acrobat Document | 4 KB | No | 9 KB |



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 | | | | | |

Creating a Credit Memo to Cancel Invoice

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

The screenshot shows the SAP 'Display Invoice' interface for invoice number 5000000932. The 'Create Credit Memo' button is highlighted with a red box and a red arrow pointing to it. Another red arrow points from the 'Create Credit Memo' button to the 'Number' field in the 'Basic Data' section, which contains the value '500000932'. Below the 'Basic Data' section, there is a table with two columns: 'Purchasing Vendor' and 'Invoicing Party'. The 'Purchasing Vendor' is 'SUSQ0407' and the 'Invoicing Party' is 'SUSVENPH1'.

| Basic Data | |
|---------------------------|----------------------|
| Number: | 500000932 |
| Name: | W37HES16C0324 |
| Date: | 08/02/2016 |
| External Reference No.: | 4550000600 |
| Status: | Document Sent |
| Status (New): | Accepted by Customer |
| Unplanned Delivery Costs: | 0.00 USD |

| Purchasing Vendor | Invoicing Party |
|-------------------|-----------------|
| SUSQ0407 | SUSVENPH1 |

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:


armygfebs.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 '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 | XXXX | XXXXXX | | | XXXXXXXXXX | | | | | | | | | | | 5000000102 | | 2012-03-06 | Processed |
| 2 | GFEBSP2P | Receiving Report | XXXX | XXXXXX | | | XXXXXXXXXX | | 4000000233 | 2012-03-06 | | | Submitted | | | | | | | | |

WAWF Receiving Report status updated “**Accepted**” when Acceptor posts in GFEB

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 | XXXXXX | | | XXXXXXXXXX | | 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: ~~XXXXXXXXXXXX~~ ~~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: ~~XXXXXXXXXXXX~~

Delivery Order:

Vendor CAGE\Ext: ~~XXXX~~

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.Reject Lines Fully Invoiced in WAWF

Purchase Order: 455000601

Communication and Collaboration

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](#).

General Information

Basic Data

Purchase Order ID: []

Number: []

Name: W37HES16C0325 []

Date: 06/01/2016 []

Status: In Process []

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

Terms of Delivery

| Incoterms | Location |
|-----------|----------|
| | |

Item Overview

| Number | CLIN | SLIN | ACRN | Status | Product | Short Text | PO Quantity | Purchase Or. | Confirmed Q. | Unit of Measure | Required on | Confirmed for |
|--------|------|------|------|------------|----------|------------------|---------------|--------------|--------------|-----------------|-------------|---------------|
| 1 | 0001 | AA | AA | In Process | Mowing | 1.000 Activ unit | 50.000.00 USD | 1.000 | Activ unit | | | 09/19/2016 |
| L. 1.1 | 0001 | AA | AA | In Process | Mowing | 5.000 Acre | 50.000.00 USD | 5.000 | Acre | | | |
| 2 | 0002 | AB | AA | In Process | Trimming | 1.000 Activ unit | 30.000.00 USD | 1.000 | Activ unit | | | 09/19/2016 |
| L. 2.1 | 0002 | AB | AA | In Process | Trimming | 30.000.000 Activ | 30.000.00 USD | 30.000.000 | Activ unit | | | |

Net Value (Unconfirmed Items) 80.000.00 USD
Net Value (Confirmed Items) 0.00 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-To Address | 259 | 384 TC TM REAR HD | BLDG 1610 PATCH RD | | 23604-5000 | FORT ELUSTIS | | | |

Red X to "Reject"