General Fund Enterprise Business System (GFEBS)

Supplier Self-Services (SUS) Vendor Training



Last Updated 04 March 2019



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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
 - o Vendor input restricted to prevent conflict with contract
 - i.e., can input Quantity, but cannot change fields like Unit of Measure or Unit Price
- Provides vendor integrated visibility of open amount and real-time invoice processing status
- Prevents delay in acceptance posting in GFEBS
- Eliminates manual intervention to improve auditability
- Reduces interest penalties

Vendor System Requirements

- Internet Access
- Must use Internet Explorer 🥔
 - - Add "Army.mil"
 - Close all sessions of Internet Explorer and re-open to re-initialize
- WAWF user id
 - Ensure id used is assigned to CAGE code for SUS contract award
 - If you are a new user, please navigate to the following website to establish a new vendor account
 - <u>https://wawf.eb.mil/</u> or call 1-866-618-5988
 - Pay Office on contract is assigned HQ0678 for Army GFEBS SUS
 - Will route user from WAWF to GFEBS SUS vendor portal





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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

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

6

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

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

e-Business Suite 5.7.3

Register 🖌

Help/Training 🚈

Certificate Login
Certificate Login
User ID Login
User ID
TESTVENDOR2
Password
•••••
Login
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. Contract

Closeout



Last Successful Logon Date: 2019/01/11 10:04:38 MST Last Unsuccessful Logon Attempt: 2018/12/20 16:54:23 MST







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3) Enter the Delivery Order in the 'Cont	ract Number' Field	1	

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)

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Vendor - Cr	eate Document								
Contract >> Pa	ay DoDAAC								
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	NOTE: SUS is	a component	of the Arm	y Procure	-to-Pa	ay (P2P)) pilot		
Next	ous Reset Help								

Select "Open GFEBSP2P in new window" 12



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



SUS Screen Shot Instructions

3 Steps to Submit Invoice in SUS

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SUS Pilot prepopulates contract information enabling faster payment to vendor

Step 1a. PO Acknowledgment

- Contract number entered in WAWF (*step #7, slide 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.

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Step 1b. PO Acknowledgment

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Step 1c. PO Acknowledgment

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Net Value (Unconfirmed Items)

Net Value (Confirmed Items)

Net Value (Total of all Items)

0.00

1.00

1.000 Activ. unit 10,000 00 USD

10,000.00 USD

10.000 each

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05/18/2017 05/18/2017

00 USD

00 USD

20,100.00 USD

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D.

Step 1d. PO Acknowledgment

Find Supplier >	List of Supple	is > Start Page > Let of Po	rchase Orders > Display Purchase	Circler > Proces	s Purchase Ord	let .								
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Number	A Items 🕵 Re	ject All Items It' Reset All SUN	dens.			Sinha	Product S	ort Text	PO Quantity	Purchase Order	Confirmed Qua	Unit of Measure	Required on	Confirmed for
anasa		- Contraction		0	0	Blatus Confirmed		ort Text	PO Guantity 4,000 each	Purchase Order. 4,000.00 USD	Confirmed Qua	Unit of Measure each	Required on Ob/19/2016	Confirmed for 09/19/2016 @
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Number 10 20	CLIN 0001 0002	SUN AA AB	ACRN AB AB	0	0	Confirmed Confirmed	Net Value (I Net Value (I Net Value (I	tee Pads bow Pads	4,000 each 3,000 each 1,000 each 1,000 each	4,000.00USD 1.500.00USD	4,900 3,000	each each each 7,50	09/19/2016 09/19/2016	09/19/2016 10 09/19/2016 10
Number 10 20 30	CLIN 0001 0002	SUN AA AB	ACRN AB AB	0	0	Confirmed Confirmed	Net Value (I Net Value (I Net Value (I	tee Pads bow Pads smet Covers inconfirmed Iters onfirmed Itens	4,000 each 3,000 each 1,000 each 1,000 each	4,000.00USD 1.500.00USD	4,900 3,000	each each each 7,50	09/19/2016 09/19/2016 09/19/2016 0.00USD 0.00USD	09/19/2016 10 09/19/2016 10
Number 10 20 30	CLIN 0001 0002 0003	SUN AA AB	ACRN AB AB	0	0	Confirmed Confirmed	Net Value (I Net Value (I Net Value (I	tee Pads bow Pads smet Covers inconfirmed Iters onfirmed Itens	4,000 each 3,000 each 1,000 each 1,000 each	4,000.00USD 1.500.00USD	4.000 3.000 1,000	each each each 7,50	09/19/2016 09/19/2016 09/19/2016 0.00USD 0.00USD	09/19/2016 10 09/19/2016 10
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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

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Basic	Deta								Terms of Pa	syment				
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12011-03					1000001030									
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ie	Purshu Orde Raspo	nse e	Confer		3				Incolerm			Lo	cation	1
Item	Overvie nd All	ew PCollag	Confer		3	PO Quantity	Purchase Order V	Confirmed Qu.	Price		Goods or			Confirmed
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is tterm + Expan Num	Purshu Orde Raspo Overvie nd All	ew PCollag	Confer	Status	3 4 Necept Invoice			III CARE AND INCOME.	Price			Serv	Required on	Confirmed
in	Overvie Overvie Overvie OLIN 0001	ew PCollag	Confer ose All AC	Status Confirmed	3 4 Necept Invoice Short Tex Knee Pada	4,000 each	4,000.00 USD	4,000 each	Price 1.00	1	E.	Serv	Required on 05/18/2017	Confirmed 05/18/2017
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le	Overvie nd All CLIN 0001 0002 0003	ew PCollag	Confer AA AA AA	Status Confirmed Confirmed Confirmed	Short Tex Knee Path Ebow Path Haimet Cover	4,000 each 3,000 each 10,000 each	4,000.00 USD 900.00 USD 200.00 USD	4,000 each 3,000 each 10,000 each	Price 1.00 3.00 2.00	1 10 100	2 2 2 2	Serv	Required on 05/18/2017 05/18/2017 05/18/2017	Confirmed 05/18/2017 05/18/2017 05/18/2017
ie	Overvie Raspo Overvie nd All CLIN 0001 0002 0003 0004	ew PCollag	Confer AA AA AA AA	Statua Confirmed Confirmed Confirmed	Short Tex Knes Pada Elbow Pada Haimet Cover Clean helmets	4,000 each 3,000 each 10,000 each 1,000 Activ unit	4,000 00 USD 900.00 USD 200.00 USD 6,000.00 USD 6,000.00 USD	4,000 each 3,000 each 10,000 each 1,000 Activ unit	Price 1.00 3.00 2.00 0.00 0.50	1 10 100 0	N D R	Serv	Required on 05/18/2017 05/18/2017 05/18/2017	Confirmed 05/18/2017 05/18/2017 05/18/2017

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

Step 2b. Create Confirmation for Quantity or Amount

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Expand A8 +	104 104	AA				- Mant helmets			10.000 each	10,000 each	0.00 USD	10	

Step 2c/d. Confirmation for Quantity or Amount

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5.	2.1	0005		AB	In Process	Service	Standard	Paint helmots	10.000	each:	10.000 each	10.000 each	0.00 USD		12

2c. Enter Quantity provided

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

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

NOTES:

- Do **<u>NOT</u>** 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

nfirmation: 40	000023				Print Download)				ul postin	•			-
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Confirmation				40000	02361			ervice Agent Nam						
Name:					4C17C0043		S	ervice Location		01APR20	17-30APR2017			
Date				05/18/	2017									
Purchase Ord	er No.:			47000	00035									
Status:				Accep	ted by Customer									
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04/01/2017 3a. N		t <mark>ste</mark> j N slin	D, Se	elect " Status	Create	e Invoid	Description	1.7.	Quantity 1.000 each	Quantity Ordered 10,000 each	Open 9,000 each			
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04/01/2017 3a. N Number 1 L. 1.1		t Stej N SLIN 4 5	D, Se ACRN AA	04/30 elect " Status Accepted Accepted	Create	Line Type	Description Clean helmo Clean helmo Paint helmo	ets ts				500 00 USD 500 00 USD		
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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

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INEBO Rem Over Number C 10 0 20 0 Partner In	tview CLIN 0004 0005	lion	AA AB	Product	VEB0 Description Clean helmets Paint helmets Street	Quantity 1.000 1.000 House Num	Penod 04/01/ Activ unit Activ unit Net Vi Unplai Tax Gross	2017 Net Value 500 00 1,000.00 alue med Delivery Price	USD USD Costs	Tax Tax Exemy+ Tax Exemy+	0 Price (Pr 0.50 1.00	04/30/20 nice Per 1 EA	17 External Refe 4700000035 4700000035 1.500.00 U 0.00 U 0.00 U 1.500.00 U	Purchase Ord 000000010 0000000040 SD SD SD SD	8	

Step 3c. Create E-Invoice

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NOTE:

Do <u>NOT</u> change Quantity or Net Value on invoice since it <u>must</u> match Confirmation for payment certification. Do <u>NOT</u> 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	Verify message shown at the top of page	
Find Supplier > List of Suppliers > Star	Page > List of Purchase Orders > Display Purchase Order >	worny mossage shown at the top of page	
Info: Your changes have been add	opted successfully	indicates a successful posting.	
Display Invoice: 5000000941	-		
	emo Display Document Flow Display Document Flow	Note: Yellow warning message can be ignored.	
Communication and Collaborat	Son		
General Information		二、二、二、二、二、二、二、二、二、二、二、二、二、二、二、二、二、二、二、	
Basic Data		Terms of Payment	
Number	INV-673435	Verify message shown at the top of page	indicates
Name:	W9124C17C0043	a successful posting.	
Date	05/18/2017	a successiui posiing.	
External Reference No.	4700000035	0	
Status:	Document Sent	NOTE: Yellow warning messages can be ignored.	
Status (New)	Document Sent		
Common (Lanual)			

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 <u>slide # 20</u> to Create Confirmation and Invoice

Step 2a. Create ASN for Quantity

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Statue Folow P	-On Documents ()) Purchase Output Response Overview ad All (** Collar COUN (SLIN) 0001	Contine Date All AC	Status Confirmed	Confirmed 3 Receipt Receive	4,000 each	4.000.00USD	Confirmed Qu. 4.000 each	Price 1.00	6	R	r Serv	Required on 05/18/2017	05/18/2017							
Statue Folow 9	On Documents 1 Part have Ordered Response Overview CLIN SLIN 0001 0002 0003 0004	Confirm Confirm Dele All AA AA	Status Continued Continued Continued Continued	Confirmed Receipt to the total Short Tot Knew Parts Elbow Parts Heimet Covers Clean heimet	4.000 each 3.000 each 10.000 each 1.000 Activ unit	4,000.00 USD 900.00 USD 200.00 USD 5,000.00 USD	Cooffermed Qu 4.000 each 3.000 each 10.000 each 10.000 each 1.000 Activ unit	Price 1 00 3 08 2 00 0 00	10 10	0 8 0 8	r Serv F F F	Required on 05/18/2017 05/18/2017	05/18/2017 05/18/2017							
Statue Folow 9	-On Documents 1	Control Control AC AA AA AA AA	Status Confirmed Confirmed Confirmed Confirmed Confirmed	Confirmed	4,000 each 3,000 each 10,000 each 1,000 Activ unit 10,000 each	4.000.00.USD 900.00.USD 200.00.USD 6.000.00.USD 5.000.00.USD	Cooffermed Qu 4.000 each 3.000 each 10.000 each 1.000 Activ unit 10.000 each	Price 1 00 3 00 2 00 0 50	1 10 100 0 1	N D R D D	r Serv II II II II II II II	Required on 05/18/2017 05/18/2017 05/18/2017 05/18/2017	05/18/2017 05/18/2017 05/18/2017 05/18/2017							
Status Folow III Stem Num 1 2 3 4	On Documents 1 Part have Ordered Response Overview CLIN SLIN 0001 0002 0003 0004	Contine Contine AC AA AA AA AA	Status Continued Continued Continued Continued	Confirmed Receipt to the total Short Tot Knew Parts Elbow Parts Heimet Covers Clean heimet	4,000 each 3,000 each 10,000 each 1,000 Activ unit 10,000 each	4,000.00 USD 900.00 USD 200.00 USD 5,000.00 USD	Cooffermed Qu 4.000 each 3.000 each 10.000 each 10.000 each 1.000 Activ unit	Price 1 00 3 08 2 00 0 00	1 10 100	0 8 0 8	r Serv F F F	Required on 05/18/2017 05/18/2017 05/18/2017	05/18/2017 05/18/2017 05/18/2017							

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

Step 2b. Create ASN for Quantity

Supplie	r Self-S	ervices		Home Find Help FA	Q Log off	1 miles	R.C.	1.1				SA
nd Supple	er > List of	Suppliers >	Start Pa	ge > List of Purchase On	ters > Display Purchas	e Order > Process ASN						
isplay AS	N: 300000	00900										
Goods D	elivered to	Recipient	Save	XCancel @Print	Download							
Gener	ral Inform	ation										
Basic D	ata					Deliver	y Informati	on				
Number			3000	000900	1	Delivery	Date (Expe	ected):	05/18/2017	08.0	0	
Name:			W912	24C17C0043		Shippin	g Date:		05/18/2017	n 08.0	0	
Date:			05/18	/2017		Means	of Transport			~		
Status:			Creat	ted		Transpo	ort ID Code:					
												B
Period	of Perform	ance from D)ate	_		Period	of Performan	to Date				
Marcura			5005		1	15,555	10/10/20/20/05	/	14	10		
-												
Item C	Overview											
Select All	Deselec	t All Propo	se Outst	anding Quantities			$ \rightarrow $					
Number	CLIN	SLIN	ACRN	Description	Quantity	Unit of Measure	Goods	Service	Purchase Order	Purchase Order		Item Selection
10	0001		AA	Knee Pads	0	each	R		470000035	20	11	
20	0002		AA	Elbow Pada	0	each		Ø	470000035	30	ũ	
30	0003		AA	Helmet Covers	0	each	12	(m)	470000035	50	đ	C

2b. Enter the <u>Delivery Date of any Goods</u> CLINS delivered and/or

enter <u>Period of Performance (to and from) dates of any Service</u> 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

pplie	r Self-	Service	s	Home Find Help FA	C [Log off	THE .		1	and the second second			SA
t Suppli	er > List o	d Suppliers	> Start P	age > List of Purchase Ord	lers > Display Purcha	sis Order > Process AS	N.					-
play AS	N: 30000	00900		8								
Goods D	lelivered t	o Recipien	Save	e XCancel APrint	Download							
ene	ral Inform	nation										
Busic D	ata					Deliv	ery Inform	ation				
Mimber	5		300	0000900		Deliv	ery Date (E)	(pected):	05/18/2017	10 08	00	
Name:		300000900 W9124C17C0043			Ship	ing Date:		05/18/2017	10 08	00		
Date:			05/1	18/2017			is of Transp			×		
atus:			Cre	ated			sport ID Coc	le:				
						Bill o	Lading					
-												220
Feriod	of Perform	nance from	Date			Perio	d of Perform	ance to Dat				6
1 24.5 54	CANC/AVIII		121112	10		1.777	257112220723			10		
			4	April 2017 🔹								
tem (Overview		12	Image Tel Tel Tel Tel Sol Sol </td <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>								
elect All	Desele	ct All Pro	Dose O	10 11 12 13 14 18 18								
in the second	() Landsonia	10.000 (0.000	10	17 18 19 20 21 22 23								
unber	CLIN	SLIN	ACR	24 25 25 27 29 29 30	Quantity	Unit of Measure	Goods	or Service	Purchase Order	Purchase Order		Item Selection
30	0001		AA	Knee Pads	0	each	R		470000035	20	8	
20	0002		AA	Elbow Pads	0	each		P	470000035	30	11	
301	0003		AA	Holmet Covers	0	each	1		4700000035	50	11	

2c. Enter Quantity delivered.

In "**Quantity**" field, enter the **<u>quantity</u>** 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 **<u>NOT</u>** 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 .

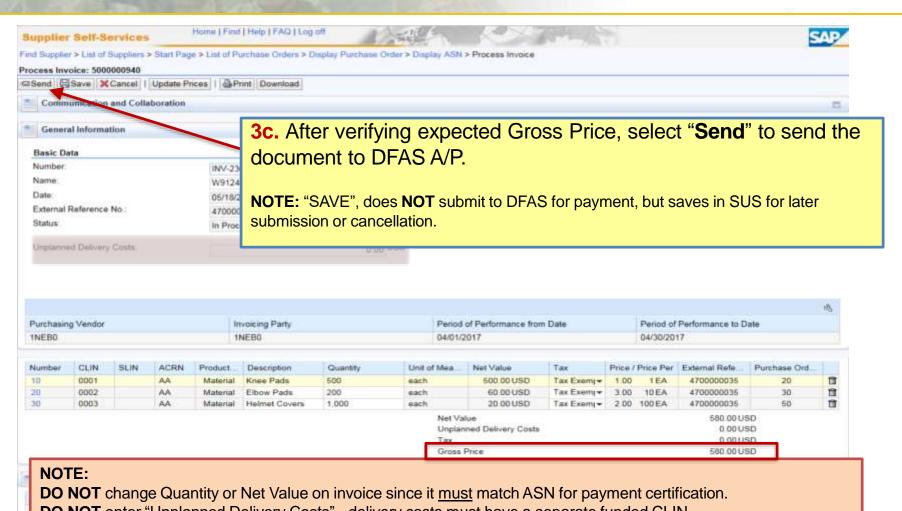
Step 3a. Create E-Invoice

Binfo: Yourch Display ASN: 30	ist of Suppliers > Start Page > List of Purchase Orders > Display Purchase Ord sanges have been adopted successfully 000009900	Verify message page indicates	a successful	posting.	
	te Invoice Copy Display Document Flow Display Document Flow Display Print Download	NOTE: Yellow warn	ing messages can	be ignored.	
General Inf	Sination				
Basic Data		Delivery Information	The cost function and the		
Number:	300000900	Delivery Date (Expected):	05/18/2017	08:00	
Name:	W9124C17C0043	Shipping Date:	05/18/2017	06 00	
Date	05/18/2017	Means of Transport Transport ID Code	19		
Status	Sent	Bill of Lading:	01APR2017-30APR2017		
					8
Period of Per	formance from Date	Period of Performance to Date			
04/01/2017		04/30/2017			
E Item Overvi	iew				-
Number CL	LIN SLIN ACRN Product Description	Quantity	Goods or Service F	Purchase Order Purchase Order	e
10 0 20 0 30 0	3a. Next step, select " Create Invo Note: Bill of Lading field will popul		f Performance	entered on ASI	N
Partn	**	*ALERT**			
In	voice data is defaulted from the submitted ASN.				
	o <u>NOT</u> change Quantity or Net Value on invoice b	ecause it must match AS	N for payment certifi	cation.	
If	incorrect, select "Cancel" before sending invoice,	then go back and "Cance	el ASN"		
	eate a new ASN for the corrected quantity delive				
	· · ·		-	funda national	
	OTE: the Acceptor (or COR) might need to reject to nough open quantity. Once the Acceptor (or COR	v ,	•	•	32

Step 3b. Create E-Invoice

a Send	Save X	Cancel	Update P	rices 🗇 Pr	int Download		3b.	A syste	m a	enerate	ed s	seque	ential		
Com	nunication	and Colla	boration						0						10
Gene	ral Informa	tion					INUN	nber is a	assi	gned to	o the	e invo	oice.		= >
Gene	an minuting	LIGH				/				ла		C 16 .	1		
Basic D	ata						-	onal: You		•					_
Number				500000	0940 IN	V-236742	Numl	ber to you	r inter	rnal vende	or re	ferenc	e number	to	
Name:				W9124	C17C0043			you recog							
Date:		and a first state		05/18/2	017										
	Reference	No.:		470000	2221			e paymen							
Status				In Proce	855		uniqu	le, so sug	gest t	o begin w	/ith y	our 5 d	digit vendo	or	
Unplann	ed Delivery	Costs				0.0	CAG	E code.	-	-			-		
								New F	PoP fi	<mark>elds auto</mark>	-pop	ulate fi	rom ASN]	¢
	ng Vendor				voicing Party			Period of Perform			-pop	Period of	Performance to D	ate	B
Purchasi 1NEB0	ng Vendor				voicing Party 4E80						-pop		Performance to D	ate	9
1NEB0	ng Vendor Overview							Period of Perform			-pop	Period of	Performance to D	ate	3
1NEB0 Item (Overview	SLIN	ACRN	Product	VEB0 Description	Quantity	Unit of)	Period of Perform 04/01/2017 Mea	ance from	Tax	Price	Period of 04/30/201 Price Per	Performance to D 7 External Refe	Purchase Ord	
1NEB0 Item C Number 10	Overview CLIN 0001	SLIN	AA	Product. Material	Description Knee Pads	500	Unit of) each	Period of Perform 04/01/2017 Mea Net Valu 500.0	ance from e o USD -	Tax Tax Exem ₁ +	Price /	Period of 04/30/201 Price Per 1EA	Performance to D 7 External Refe 470000035	Purchase Ord	
1NEB0 Item 0	Overview	SLIN		Product	VEB0 Description		Unit of)	Period of Perform 04/01/2017 Mes Net Valu 500 D 60 0	ance from	Tax	Price	Period of 04/30/201 Price Per 1EA 10 EA	Performance to D 7 External Refe	Purchase Ord	
1NEB0 Item C Number 10 20	CLIN 0001 0002	SLIN	AA AA	Product. Material Material	Description Knee Pads Elbow Pads	500 200	Unit of I each each each	Period of Perform 04/01/2017 Mes Net Valu 500 D 60 0	e ouso ouso ouso ouso	Tax Tax Tax Exemj≁ Tax Exemj≁	Price / 1 00 3 00	Period of 04/30/201 Price Per 1EA 10 EA	Performance to D 7 External Refe 470000035 470000035	Purchase Ord 20 30 50 50 50 50 50	
1NEB0 Number 10 20 30	CLIN 0001 0002		AA AA	Product. Material Material	Description Knee Pads Elbow Pads	500 200	Unit of I each each each	Period of Perform 04/01/2017 Mea Net Valu 500 0 60 0 20 0 Net Value Unplanned Delive Tax	e ouso ouso ouso ouso	Tax Tax Tax Exemj≁ Tax Exemj≁	Price / 1 00 3 00	Period of 04/30/201 Price Per 1EA 10 EA	Performance to D 7 External Refe. 470000035 470000035 680 00 00 0 00 00 0 00 00	Purchase Ord 20 30 50 50 50 50 50	0000
1NEB0 Number 10 20 30	CLIN 0001 0002 0003		AA AA	Product. Material Material	Description Knee Pads Elbow Pads	500 200 1,000	Unit of I each each each	Period of Perform 04/01/2017 Mea Net Valu 500 0 60 0 20 0 Net Value Unplanned Delive Tax	e ouso ouso ouso ouso	Tax Tax Exemj ← Tax Exemj ← Tax Exemj ▼	Price / 1 00 3 00	Period of 1 04/30/201 Price Per 1EA 10 EA 100 EA	Performance to D 7 External Refe. 470000035 470000035 680 00 00 0 00 00 0 00 00	Purchase Ord 20 30 50 50 50 50 50	000
INEBO Item C Number 10 20 30 30	CLIN CLIN 0001 0002 0003	ion	AA AA AA	Product Material Material	Description Knee Pads Elbow Pads Heimet Covers	500 200 1,000	Unit of I each each each	Period of Performs 04/01/2017 Mea Net Value 500 D 60.0 20.0 Net Value Unplanned Delive Tax Gross Price	e ousp ousp ousp ousp ousp	Tax Tax Exemj ← Tax Exemj ← Tax Exemj ▼	Price / 1 00 3 00 2 00	Period of 1 04/30/201 Price Per 1EA 10 EA 100 EA	Performance to D 7 External Refe 4700000035 4700000035 580 00 U 0.00 U 580.00 U 580.00 U	Purchase Ord 20 30 50 SD SD SD SD	tt

Step 3c. Create E-Invoice



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

Info. Your changes have been add splay Invoice: 5000000940 It Status Copy Create Credit M Communication and Collaborat	mo Display Document Flow	A Print I	Download	indicates a s	uccessfu	vn at the top of page ul posting. ages can be ignored.
General Information						8 × 8
Basic Data				3	Terms of Payment	
Number:	INV-236742				Payment in Days	Discount in %
Name:	W9124C17C0043				30	0.000
Date	05/18/2017				0	0.000
External Reference No	470000035				0	
Status:	Document Sent					
Status (New):	Document Sent					
Unplanned Delivery Costs			0.00 USD			
3d. SUS noti	fication to A	ccep	otor an	<mark>d invoice subr</mark>	<mark>nission n</mark>	ow complete.
Purchasing Vendor	Invoicing Party			Period of Performance from Date	Period	of Performance to Date
1NEB0	1NEB0			04/01/2017	04/30/	2017

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 – <u>Slide # 38</u> and <u># 46</u>).



Verify Documents Posted Check Payment Status Printing & Saving SUS Documents Create Credit Memo to Cancel Invoice

Verify Documents Posted

Supplier Self-Services	me 1 md 1 Help 1 FAQ 1 Log off	a state		
	Purchase Order	V	ASearch	
			Advanced Search	
		All Purch New (0) In Proce Confirm	ase Orders as (0) ad	
	F	Ali Sched New (0) In Proce	LAgreent Releases us (0)	
	E	All A5Ns Create		
		All Confi Accepte Partally Rejected	mations d Accepted	
	0 3		s Rocolpts	
	1		eled Goods Receipts	
	34	All levoic Accepte Rejected Create	es and Cradit Memos d	

Select "Home" Select "All Invoices and Credit

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 Bupplier > List of Suppliers > Start Page > List	of Purchase Orders > Display Purchase Order > Display Confirmab	un > Display Invoice			10
Info Your changes have been adopted succes	stuty				
Display Invoice: 500000931					
	lay Document Flow				
Communication and Collaboration					-
	<u> </u>				
General Information					1.5
Basic Data			Terms of Payment		
Number:	500000931		Payment in Days	Discount in %	
Name: Date	W37HES16004112016		30	0.000	
Date	0602/2016		30 0	0.000	
External Reference No.	4550000437		a		
Status:	Document Sent				
Status (New):	Accepted by Customer +				
Unplanned Delivery Costs:		0.00 USD			
		\$			
Purchasing Vendor	Involcing Party	~			
SUSQ0411	SUSQ0411				

Supplier Self-Services	Home Find Help FAQ Log off	and the second s	The state of the s		1111 - 11111 - 111111
ind Supplier > List of Suppliers > Start P	age > List of Purchase Orders > Display	Purchase Order > Display Document Flow			
locument Flow					
					Б
Document Type	Number	Document Name	Occument Date	Status	Total Value
Purchase Order	100000971	W37HES16D04112016	04/11/2016	Confirmed	1,516.65USD
Shipping Notif.	300000731	W37HES16D04112016	04/11/2016	Sent	0.00
Invoice	500000791	W37HES16D04112016	04/11/2016	Document Sent	1.11USD
Confirmation	4000002171	W37HES16004112016	04/11/2016	Accepted by Customer	3.00 USD
Imyoide	500000792	W37HES16D04112016	04/11/2016	Document Sent	3.00USD
Goods Receipt	4000002172	W37HES16D04112016	04/11/2016	New	1.11USD
Shipping Notif.	300000942	W37HES16D04112016	08/02/2016	Sent	0.00
and the second sec	PRODUCT DATABASE	and the state state of the state of the	And Andrews	Barra and Barra	1.11(197)

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
B Payment may not y	et høve been møde							
Check Payment Statu	5							
NOTE:	you will rece	eive an err	or as showr	n below unti	il acceptar	ice has be	en performe	d

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

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

Payme	nt Status										
Date	Invoiced A	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	8				
Check Pay	yment Statu	s									

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

Terms of Payme	ent								5
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 Payr	ment Status								

Printing or Saving SUS Documents (Optional)

Select	"Print"	to view/save	a PDF of	f your shi	pping d	ocumen	t or invoic	e		
Supplier Self-Se	rvices Ho	mn Find Help FAG Lypol	A State	10 mm	Print.				- TANK	SAP
Find Supplier > List of S	oppliers > Start Page >	List of Purchase Organi > Display Purch	ase Other > Display Docume	ent Flow > Display ASN						-
Display ASN: 30000009	42									
Create Invoice	Display Document F	low Download								
· General Informati	on									.5
Basic Data					Delivery Informat	tion				
Number		300000942			Delivery Date (Exp	ected):	08/62/2016	08:00		
Name:		W37HE516D04112016			Shipping Date:		08/02/2016	08.00		
Date:		08/02/2016			Means of Transport	rt:	14			
Status		Sert			Transport ID Code Bill of Lading					
* Item Overview										
Number	CLIN	SLIN	ACRN	Product	De	escription	Quantity	Purchase Order No.	Purchase Order Item	
10	0001	AB	AA		16	6411 SUS item	d each	4550000437	10	
Partner Information	20									-
Partner	Number	Name	Street	House Number	PostCode	City	Talephona	Fax	E-mail	
Sold-to Party	259	UNITED STATE								
Ship-To Address	269	8 PO BN B CO ABN P	BLDG J 2050 COOK ST		28310-5000	FT BRAGG				

Do you want to open or save susdoc.zip (1.99 KB) from sapqr4ci.gfebs.altess.army.mil ?	Open	Save	•	Cancel	×	

susdoc						<u>- 0 ×</u>
Microsoft	 ✓ Windows	tent.IE5 - TVAKNSIO - susdoc	👻 🌆 Search	i susdoc		<u></u>
Organize 🔻 Extract all files	;					
🔆 Favorites	Name ^	Туре	Compressed size	Password p	Size	
Nesktop	ASN_300000942	Adobe Acrobat Document	4 KB	No		9 KI

• 1		
	R	

Supplier Inc. 5555 Kingstowne Village Parkway ALEXANDRIA VA 12345 USA

Shipping notification

Information		
Description:	W37HES16D0411201	6
Shipping notificatio	n number:	300000942
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
Delivery date Delivery time

08:00:00

Shipping date 08/02/2016

Shipping notification details

08/02/2016

Item	Product number I Order number/item		Product type upplier product no.	Revision level	Quantity	Unit	
10	-	160411 SUS Item	Material		4	EA	
	4550000437/000000	00010					

Transport ID

Example of PDF for ASN

Creating a Credit Memo to Cancel Invoice

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

1

Set Status Copy Create Credit Memo Dis	play Document Flow	
Communication and Collaboration		
General Information		
Basic Data		
Number	5000000932	
Name	W37HES16C0324	
Date:	08/02/2016	
External Reference No.:	4550000600	
Status:	Document Sent	
Status (New)	Accepted by Customer 💌	
Unplanned Delivery Costs.	0.00.050	2
Purchasing Vendor	Invoicing Party	
SUSQ0407	SUSVEN/TH1	

Sequential Number will default. Change to original invoice number + "CM" i.e., 500000932-CM, 1A234-1000-CM, etc.

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

For Technical SUS help, contact the GFEBS Helpdesk:

armygfebs.helpdesk@mail.mil_or (866) 757-9771

SUS Pilot Support team:

Quyen Mark – <u>quyen.t.mark.ctr@mail.mil</u> or (703) 545-9068 Mike Menchaca – <u>michael.w.menchaca.ctr@mail.mil</u> or (703) 545-8895 Dan Carroll – <u>daniel.m.carroll14.ctr@mail.mil</u> 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 V	Vorkflow 5.	2									U
	CONCERNING A	cumentation Loo nts from Active	CONTRACTOR AND	XX ' (2 iten	15, sorted by Contract Number	í.						
Rem	System	Type	Vendor (Payee)	DUNS	DUNS+4 Ext Contract Number A	Delivery Order Shipment Number	Submitted Shipped	Accepted Status	Purge Recall Void	Pack/Transportation Invoice Number	Submitted Received	d Status
1	GFEBSP2P	Invoice	XXXX	XXXXXX	XXXXXXXXXX					500000100	2012-03-0	06 Processe
2	GFEBSP2P	Receiving Report	XXXX	XXXXXX	XXXXXXXXXX	4000000233	2012-03-06	Submitted				

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

Wid	e Area	a Workflov	v 5.2		
User	Vendor	Documentation	Lookup	Logout	

Vendor Documents from Active Folder for '4X4XXXX (1 items, sorted by Contract Number)

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

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

From: RA2NOREPLY@ecedi.nit.disa.mil [RA2NOREPLY@ecedi.nit.disa.mil]

Sent: Tuesday, March 06, 2012 12:59 PM

To

Action System: GFEBSP2P

Document Type: Receiving Report

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

Processed Date:

Delivery Order:

Vendor CAGE Ext: XXXXXX

Shipment Number: 400000233

Shipment Date:

Invoice Number:

Invoice Date:

Has been Accepted on . Status is Accepted.

Thank you for your prompt attention.

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

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

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

Action System: GFEBSP2P

Document Type: Invoice

Acceptance Date:

Processed Date:

Delivery Order:

Vendor CAGE Ext: XXXXXX

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

Companient General Infor Basic Data Purchase Orde Number	mation	NOTE - sel - Cli	lect " R ck " Se	/ lines eject" nd"	shown (RED X with ste) in It	em Ove	erview	section	below	for eac	ch clos	ed CLI	N	
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