



General Fund
Enterprise Business System
(GFEBS)

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

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

Privacy Statement

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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/xhtml/auth/home/home.xhtml>

Select "WAWF" ③

iRAPT (formerly WAWF)

User	Vendor	Documentation	Lookup	Exit
------	--------	---------------	--------	------

4

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” **4**

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	Y	DoD Contract (FAR)	XXXXXXXXXXXX1		N

* = 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.

9

Next Reset Help

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 for A or D contracts) ⑧. Select “Next” ⑨

IRAPT (formerly WAWF)

User Vendor Documentation Lookup Logout

Vendor - Create Document

Contract >> Pay DoDAAC

INFO: The contract data can not be validated against the contract in DoD EDA. EDA may be down at this time.

Contractual	Reference Procurement Identifier	Contract Number Type	Contract Number	Delivery Order	CAGE	DUNS	DUNS + 4	Extension	Pay Official *
Y	<input type="text"/>	DoD Contract (FAR)	XXXXXXXXXX		XXX	XXXXXXXX			HQ0678

* = Required Fields

10

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

You are being re-directed to SUS Application

Standard Mandatory DoD Notice and Consent Banner

Dated/Effective:May9,2008

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OMB CONTROL NUMBER: 0702-0126

OMB EXPIRATION DATE: xx/xx/xxxx

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PLEASE DO NOT RETURN YOUR RESPONSE TO THE ABOVE ADDRESS.

Responses should be sent to ASA (FM&C), Attn: Mr. Roger A. Pillar, 2521 S.

Clark St., Suite 7159, Arlington, VA 22202.

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



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



SUS Screen Shot Instructions

3 Steps to Submit Invoice in SUS for Quantity Based

The image displays three sequential screenshots of the SAP Supplier Self-Service interface, illustrating the steps to submit an invoice for a quantity-based contract.

Step 1: The first screenshot shows the 'Purchase Order: 450000000' screen. The 'Process' button is highlighted in red. The 'Basic Data' section includes fields for Purchase Order ID (450000000), Number (1300001190), Name (W37HES16C0324), and Date (08/01/2016). The status is 'Confirmed'.

Step 2: The second screenshot shows the 'Purchase Order: 450000000' screen with the 'Create ASN' button highlighted in red. The 'Basic Data' section is identical to the first screenshot.

Step 3: The third screenshot shows the 'Purchase Order: 450000000' screen with the 'Create Invoice' button highlighted in red. The 'Basic Data' section is identical to the first screenshot. Below this, the 'Item Overview' table is visible:

Number	CLIN	SLIN	ACRN	Product	Description	Quantity	Purchase Order No.	Purchase Order Item
10	0001	AA	AB		Knee Pads	150 each	450000000	10

The 'Partner Information' section shows the partner name 'UNITED STATE' and the ship-to address '384 TC TM REAR HD BLDG 1610 PATCH ROAD 23604-5000 FORT EUVIST'.

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 Confirmation" of value or service provided

Notifies government what you delivered

3. "Create/Send E-Invoice" to match Confirmation

Sends 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 8) 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.

The screenshot displays the SAP Supplier Self-Services interface for a Purchase Order. The breadcrumb trail is: Home | Find | Help | FAQ | Log off > Find Supplier > List of Suppliers > Start Page > List of Purchase Orders > Display Purchase Order. The Purchase Order ID is 4550000600. A red box highlights the 'Process' button in the top navigation bar, with a red arrow pointing to it. Below the navigation bar are sections for 'Communication and Collaboration' and 'General Information'. The 'Basic Data' section includes fields for Purchase Order ID (4550000600), Number (1000001190), Name (W37HES16C032), Date (08/01/2016), and Status (New). A 'Follow-On Documents' section shows a process flow diagram with four steps: 1. Purchase Order Response, 2. Shipping Notif., 3. Goods Receipt, and 4. Invoice. A yellow callout box with a blue border contains the text: '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 (or reject) prior to creating follow-on documents.' Below this callout is a red-bordered box with the text: 'Basic (or header) data shown above comes from awarded contract'. At the bottom, the 'Item Overview' section contains a table with columns: Number, CLIN, SLIN, ACRN, Status, Product, Short Text, PO Quantity, Purchase Order V..., Confirmed Quantity, Required on, and Confirmed for. The table lists three items: 10 (Knee Pads), 20 (Elbow Pads), and 30 (Helmet Covers). Summary rows show Net Value (Unconfirmed Items) at 7,500.00 USD, Net Value (Confirmed Items) at 0.00 USD, and Net Value (Total of all Items) at 7,500.00 USD.

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 (or reject) prior to creating follow-on documents.

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

Number	CLIN	SLIN	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

Purchase Order: 4550000601

Send Save Cancel Update Prices Display History Print Download

Communication and Collaboration

Attachments

Add Attachment

No Attachments Available

General Information

Basic Data

Purchase Order ID: 4550000601

Terms of Payment

Payment in Days Discount in %

Number: 1b. If any lines show on PO that were fully invoiced in WAWF, see [slide #39](#) for further instructions on how to first reject those lines by CLIN.

Name:

Date:

Status:

Follow-On Document

1

Purchase Order Response

If all lines are correct, select **“Confirm all items”** to see GREEN CHECKS.

Item Overview

Confirm All Items Reject All Items Reset All Items Expand All Collapse All

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
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
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 RO...		23604-5000	FORT EUSTIS			

Step 1c. PO Acknowledgment

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

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

Purchase Order: 4700000035

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

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 2 3
 Purchase Order Response Confirmation Goods Receipt Invoice

Item Overview

Expand All Collapse All

Num...	CLIN	SLIN	AC...	Status	Short Text	PO Quantity	Purchase Order V...	Confirmed Qu...	Price	Goods or Serv...	Required on	Confirmed ...
1	0001	AA	Confirmed	Knee Pads	4,000 each	4,000.00 USD	4,000 each	1.00		<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	10	<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	10	<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	0	<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	0	<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"/>		
											0.00 USD	
											20,100.00 USD	
											20,100.00 USD	

1c. Review new “**Goods or Services**” Field and update the fields as necessary to appropriately label each CLIN.
 For Goods – a delivery date will be required
 For Services – a period of performance will be required

Note: The system checks the box it believes to be the accurate based upon the contract Unit of Measure. CLINS with a Unit of Measure ‘Activity Unit’ must be a **Service**.

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:	09/01/2016
Status:	In Process

Terms of Payment

Payment in Days	Discount in %
30	

Terms of Delivery

Incoterm	Location

Follow-On Documents

1 Purchase Order Response

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							
Ship-To Address	259	384 TC TM REAR HD	BLDG 1610 PATCH ROAD		23604-5000	FORT EUSTIS			

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 2 3 4

Purchase Order Response Confirmation Goods Receipt Invoice

Terms of Payment

Payment in Days Discount in %

30

Terms of Delivery

Incoterm Location

Item Overview

Expand All Collapse All

Num...	CLIN	SLIN	AC...	Status	Short Text	PO Quantity	Purchase Order V...	Confirmed Qu...	Price	Goods or Serv...	Required on	Confirmed ...
1	0001	AA	Confirmed	Knee Pads	4,000 each	4,000.00 USD	4,000 each	1.00	1	<input checked="" 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 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	100	<input checked="" 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 checked="" 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 checked="" 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 SAP

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		Service Information	
Confirmation:	4000002361	Service Agent Name:	
Name:	W9124C17C0043	Service Location:	
Date:	05/18/2017		
Purchase Order No.:	4700000035		
Status:	Created		
Period of Performance from Date	Period of Performance to Date		
Period of Performance from Date	Period of Performance to Date		

Item Overview

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

Nu...	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

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

Item Overview

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

Nu...	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"/>
L. 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					0.00 USD	<input type="checkbox"/>
L. 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"/>

Net value: 0.00 USD

Option: If you are unsure of quantity or amount remaining on the CLIN, click the **Item Selection** then “**Propose Outstanding Quantities**” button to default the Open amount.

2c. Enter Quantity provided

If CLIN unit of measure is “**Activ.unit**” (or Job), 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.
- Common error is to enter “1” for quantity when unit is “Activ.unit”. This is a Confirmation of only \$1.00.
- If you select “SAVE”, confirmation is **NOT** sent to acceptor, but saved in SUS for later submission or cancellation.
- Acceptor will be notified via email the following morning.
- If you are required to send 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 > Display Confirmation

Info: Your changes have been adopted successfully

Confirmation: 4000002361

Buttons: Create Invoice, Copy, Display Document Flow, Print, Download

Communication and Collaboration

General Information

Basic Data

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

Service Information

Service Agent Name:
 Service Location: 01APR2017-30APR2017

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

Number	CLIN	SLIN	ACRN	Status	Product Type	Line Type	Description	Quantity	Quantity Ordered	Open	Net Value
1	0004		AA	Accepted			Clean helmets				500.00USD
L. 1.1	0004		AA	Accepted	Service	Standard Line	Clean helmets	1,000 each	10,000 each	9,000 each	500.00USD
2	0005		AB	Accepted			Paint helmets				1,000.00USD
L. 2.1	0005		AB	Accepted	Service	Standard Line	Paint helmets	1,000 each	10,000 each	9,000 each	1,000.00USD
										Net Value	1,500.00USD

Partner Information

Partner
 Sold-to Party
 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.

Step 3b. Create E-Invoice

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

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

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 Confirmation

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	0004		AA		Clean helmets	1.000	Activ.unit	500.00 USD	Tax Exemj	0.50 1 EA	4700000035	000000010
20	0005		AB		Paint helmets	1.000	Activ.unit	1,000.00 USD	Tax Exemj	1.00 1 EA	4700000035	000000040
											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			

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 3e. Create E-Invoice

The screenshot shows the 'Supplier Self-Services' interface. At the top, there is a navigation bar with links for Home, Find, Help, FAQ, and Log off. Below this, a breadcrumb trail reads: Find Supplier > List of Suppliers > Start Page > List of Purchase Orders > Display Purchase Order > Display Invoice. A green information message states: 'Info: Your changes have been adopted successfully'. Below this, the invoice number '5000000941' is displayed. A toolbar contains buttons for 'Set Status', 'Copy', 'Create Credit Memo', 'Display Document Flow', 'Print', and 'Download'. A 'Communication and Collaboration' section is visible below the toolbar. The 'General Information' section is expanded, showing two columns: 'Basic Data' and 'Terms of Payment'. The 'Basic Data' column includes fields for Number (INV-673435), Name (W9124C17C0043), Date (05/18/2017), External Reference No. (4700000035), Status (Document Sent), Status (New) (Document Sent), and Unplanned Delivery Costs (0.00 USD). The 'Terms of Payment' column is a table with two columns: 'Payment in Days' and 'Discount in %'. The table contains three rows of data.

Payment in Days	Discount in %
30	0.000
0	0.000
0	

3e. SUS notification to Acceptor and invoice submission complete.

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

NOTE: Yellow warning messages can be ignored.

NOTE:

Clicking the “**Check Payment Status**” button will return an error until the Service Confirmation is accepted by the COR.

“**Accepted by Customer**” means successfully sent to GFEBS.

Nightly background job notifies acceptor to accept submitted Service Confirmation.

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 # 29](#))



Verify Documents Posted

Check Payment Status

Printing & Saving SUS Documents







Create Credit Memo to Cancel Invoice

Verify Documents Posted

Supplier Self-Services [Home](#) | [Find](#) | [Help](#) | [FAQ](#) | [Log off](#)

Find Supplier > List of Suppliers > Start Page

Purchase Order [Advanced Search](#)

-  **All Purchase Orders**
New (0)
In Process (0)
Confirmed
-  **All Sched. Agreemt Releases**
New (0)
In Process (0)
-  **All ASNs**
Create
-  **All Confirmations**
Accepted
Partially Accepted
Rejected
-  **All Goods Receipts**
All Canceled Goods Receipts
All Return Deliveries
-  **All Invoices and Credit Memos**
Accepted
Rejected
Create

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.: 4550000437
 Status: Document Sent
 Status (New): Accepted by Customer
 Unplanned Delivery Costs: 0.00 USD

Terms of Payment

Payment in Days	Discount in %
30	0.000
0	0.000
0	

Purchasing Vendor	Invoicing Party	Period of Performance from Date	Period of Performance to Date
SUSQ0411	SUSQ0411	04/01/2017	04/30/2017

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	1000000971	W37HES16D04112016	04/11/2016	Confirmed	1,516.65 USD
Shipping Notif.	3000000731	W37HES16D04112016	04/11/2016	Sent	0.00
Invoice	5000000791	W37HES16D04112016	04/11/2016	Document Sent	1.11 USD
Confirmation	4000002171	W37HES16D04112016	04/11/2016	Accepted by Customer	3.00 USD
Invoice	5000000792	W37HES16D04112016	04/11/2016	Document Sent	3.00 USD
Goods Receipt	4000002172	W37HES16D04112016	04/11/2016	New	1.11 USD
Shipping Notif.	3000000942	W37HES16D04112016	08/02/2016	Sent	0.00
					1.11 USD

NOTES:

Lists all documents posted against the PO.
 If document status **"In Process"**, document is **NOT** sent, but saved in SUS for later submission or cancellation.
 If no documents are shown, ensure "army.mil" is added to Internet Explorer > Compatibility View Settings.
 To refresh, select Home > Display All Purchase Orders, select PO and **"Display Document Flow"**.

SUS “Check Payment Status”

Select Invoice from listing to Display Invoice.
Scroll down and select “**Check Payment Status**” for real-time status

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

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

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

Printing or Saving SUS Documents (Optional)

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

Supplier 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 > Display ASN

Display ASN: 300000942

Create Invoice | Copy | Display Document Flow | **Print** | Download

General Information

Basic Data		Delivery Information	
Number:	300000942	Delivery Date (Expected):	08/02/2016 08:00
Name:	W37HES16D04112016	Shipping Date:	08/02/2016 08:00
Date:	08/02/2016	Means of Transport:	
Status:	Sent	Transport ID Code:	
		Bill of Lading:	

Item Overview

Number	CLIN	SLIN	ACRN	Product	Description	Quantity	Purchase Order No.	Purchase Order Item
10	0001	AB	AA		160411 SUS Item	4 each	4550000437	10

Partner Information

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			

Do you want to open or save **susdoc.zip** (1.99 KB) from **sapqr4ci.gfebs.altess.army.mil**?

Open Save Cancel

susdoc

Microsoft Windows Temporary Internet Files Content.IE5 TVAKNSIO susdoc

Organize Extract all files

Name	Type	Compressed size	Password p...	Size
ASN_300000942	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

Display Invoice: 5000000932

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

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 USD

Purchasing Vendor	Invoicing Party
SUSQ0407	SUSVENFH1

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:
armygfeps.helpdesk@mail.mil or 866-757-9771

SUS Pilot Support team:
usarmy.pentagon.hqda-asa-fm.mbx.sus@mail.mil



WAWF Vendor History Folder & Notification

WAWF Vendor History Folder

WAWF vendor folder is updated hourly
 Will show Invoice status “**Processed**” meaning posted in Accounting & Entitlement system
 Will show Receiving Report status as “**Submitted**”

Wide Area Workflow 5.2

User Vendor Documentation Lookup Logout

Vendor Documents from Active Folder for 'XXXX' (2 items, sorted by Contract Number)

Item	System	Type	Vendor (Payee)	DUNS	DUNS+4	Ext	Contract Number ▲	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	Purge	Recall	Void	Pack/Transportation	Invoice Number	Submitted	Received	Status	
1	GFEBSP2P	Invoice	XXXX	XXXXXXXX			XXXXXXXXXX2						Submitted					5000000100		2012-03-06	Processed	
2	GFEBSP2P	Receiving Report	XXXX	XXXXXXXX			XXXXXXXXXX2		4000000233	2012-03-06												

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 'XXXX' (1 items, sorted by Contract Number)

Item	System	Type	Vendor (Payee)	DUNS	DUNS+4	Ext	Contract Number ▲	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status
1	GFEBSP2P	Receiving Report	XXXX	XXXXXXXX			XXXXXXXXXX2		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~~ \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~~ \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

Send Save Cancel Update Prices Display History Print Download

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: 08/01/2016

Status: In Process

Follow-On Documents:

1 2 3

Purchase Order Response Confirmation Invoice

Terms of Delivery

Incoterm	Location

Item Overview

Confirm All Items Reject All Items Reset All Items Expand All Collapse All

	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 RO...		23604-5000	FORT EUSTIS			

Red X to “Reject”