Contact Us
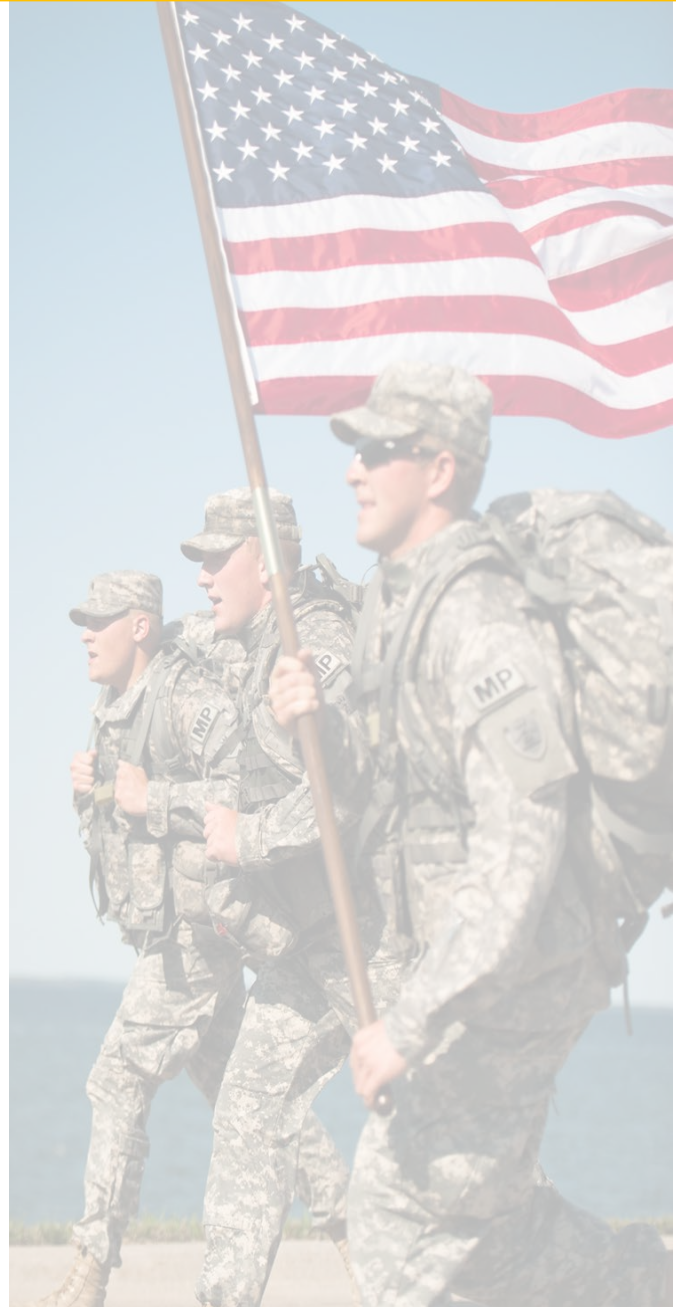
TODAY

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For more information,
please visit our website:

https://www.asafm.army.mil

*Contact your local contracting office for participation requirements.

U.S. ARMY

Supplier Self-Services (SUS):

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

E-INVOICING   PAID

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

$$$$$$

Get Paid Faster....

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

★ Vendors comments include:

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

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

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

Easier ....

★ **Easy to use** -- similar to other common websites

★ You validate contract correctly recorded after award to prevent invoice errors and payment delays

★ You can view conformed contract, i.e., base contract with all modifications applied

★ You can view outstanding quantity or value on purchase order (PO) *prior to submitting e-invoice*

★ SUS **prepopulates e-invoice** for you

★ SUS **validates e-invoice** for you in real-time before submission

★ SUS **eliminates erroneous data** and the need for you to call Contracting Office and DFAS Customer Service for correct payment

★ **SUS delivers payment faster**

Only 3 Steps

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

You complete three easy steps:

Step 1. Acknowledge Accuracy of PO
★ You log into WAWF and enter contract #; you're automatically routed to the SUS portal
★ You review PO in SUS for accuracy
★ You are prompted to acknowledge/ confirm initial award and/or any modifications to PO

Step 2. Create Advanced Ship Notice (ASN) or Confirmation for Services
★ You create ASN or confirmation for services which is similar to WAWF receiving report for goods
★ Serves as notification to COR/Acceptor of what you have delivered

Step 3. Create/Submit E-Invoice
★ You create e-invoice in SUS which is prepopulated from ASN or Confirmation for Services with total value automatically calculated
★ You can change the quantity and replace default invoice number field with internal reference number
★ You can check payment status and obtain disbursement info in SUS

> SUS contract summary data can also be viewed in WAWF