Overview process in SUS for Vendors

1. Logging into SUS.
   - Login to WAWF via PIEE page. https://piee.eb.mil/piee-landing/
   - Enter your **User ID**, **Password** and **Image** on the right side of the screen then click Log In.
   - **Accept** the Privacy Statement and click on the **WAWF** option.
   - Once in WAWF, click on **Vendor** at the top left and select **Create Document**.
   - Verify the correct **CAGE code** is shown.
   - Under the Contract Number Type Select section choose the **DOD Contract (FAR)** option.
   - Enter the Contract Number.
   - Make sure the Template is set to **Y**.
   - Click **Next** in the bottom left.
   - Verify the **Pay Official is HQ0678** on the far right.
   - Click **Next** in the bottom left.
   - Click on the link to **'Open GFEBS P2P in a new window'**.
   - Once you click that it will take you to the SUS Application. Click **OK**.

2. Confirm PO/Contract
   - Click **'Process**' button (upper left).
   - Click **'Confirm All Items'** button (overview section in the middle of the screen)
   - You can ignore the yellow warnings.
   - Click **'Send'** button (upper left).

3. Submit the receiving report (ASN or Confirmation)

   A. ASN (quantity/good based lines)
      - Click on **'Create ASN'** button (upper left)
        a. Enter the **POP dates** (middle of screen). You can type them in or choose the dates from the calendar buttons. **POP end date cannot be in the future. You cannot have an end date past the day you are entering the invoice in SUS.**
        b. Enter quantity for line in the **'Quantity'** field for each CLIN (overview section in the middle of the screen)
        c. Click on **'Good Delivered to Recipient'** button (upper left)

   B. Confirmation (value/service based lines)
      - Click on **'Create Confirmation'** button (upper left). Be sure to look up at the top under the yellow Supplier Self-Services to verify that is says **Process Confirmation**. This means you can edit the Confirmation. **Never change the 40000…. number on the Confirmation line in the Basic Data field.**
      - Enter the **POP dates** in the middle of the screen. You can type them in or choose the dates from the calendar buttons. **POP end date cannot be in the future. You cannot have an end date past the day you are entering the invoice in SUS.**

- Looking at the UOM, if the unit of measure is “Activity Unti (AU)” or “Job (JA)” or “LOT (LOT)”, enter the **value**. If the UOM is for Month (MO) or Each (EA), enter the **quantity**.
    - Enter **value** for line in the **‘Quantity’** field for each CLIN (overview section in the middle of the screen) or Enter **number of months** you are invoicing in the **‘Quantity’** field for each CLIN (overview section in the middle of the screen)
- Once you have entered the data you will click **“Save”** to make sure everything is correct. This allows you to view the Confirmation before you submit it.
- Click the **‘Process’** button to take you back to the process screen then click the **‘Confirm’** button (upper left).
- Once you receive **‘Your changes have been adopted successfully’** at the top of the screen you can move to the next step.

4. Invoice
    - Click on **‘Create Invoice’** button (upper left)
    - **Review** information and ensure correct amounts
    - Optional: If you have an invoice number that you want to reference on the payment, enter this in the Number field of the Basic Data section in the middle of the screen. You can delete the 5000…. number out or add to the end of it. **Never delete the Contract Number from the Name field.** You can add to the end of it if you need to.
    - Click on **‘Send’** button (upper left)

5. Review submitted invoices
    - Once you have sent the invoice, click on the **‘Home’** button at the top of the page.
    - Click on **‘All Purchase Orders’**, then chose the correct PO you want to view.
    - Click **‘Display Document Flow’** (upper left)
    - This will list invoices that have been submitted for that PO.

      OR
    - Click on **‘All Invoices and Credit Memos’** to view listing of documents and status.
    - Click **‘Display Document Flow’** (upper left)
    - This will list invoices that have been submitted for that PO.

6. Start back with number 3 A or B for next invoice submission.

****Send all back up documentation to the COR via email.**

****The vendor must submit a receiving report (ASN or Confirmation) and an invoice for DFAS to pay.**