General Fund

Enterprise Business System (GFEBS)

Supplier Self-Services (SUS) Vendor Training

Last Updated 04 March 2019

ASA (FM&C)

Vendor Training Table of Contents

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.

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WideAreaWorkFlow
e-Business Suite 5.7.3

Register ✏   Help/Training 🗁

Certificate Login

Certificate Login

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.

User ID Login

User ID

TESTVENDOR2

Password

●●●●●●●●●●●●●●●

Login ②

Forgot your User ID? Forgot your Password?

(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

iRAPT   EDA   myInvoice   IUID   CORT TOOL   eMIPR   MRS   NCCS   Contract Closeout

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

Select "**WAWF**"③

iRAPT (formerly WAWF)

User | Vendor | Documentation | Lookup | Exit

Create Document ④

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? *
XXXXXXXXXXXXX ▾	Y ▾	DoD Contract (FAR) ▾	XXXXXXXXXXXXX		N ▾
⑤	⑥		⑦	⑧	

* = 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
		YYYY/MM/DD	YYYY/MM/DD	EDA ꘡ 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

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)*⑧. Select "**Next**" ⑨

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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		DoD Contract (FAR)	XXXXXXXXXXX		XXXX	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)

11

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		DoD Contract (FAR)	XXXXXXXXXX		XXXX	XXXXXXX			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

Open GFEBSP2P in new window (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)

12

You are being re-directed to SUS Application

Standard Mandatory DoD Notice and Consent Banner

Dated/Effective May9,2008

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

SUS OMB Control No. 0702-0126

Expiration: 02/28/2017

(13) OK Cancel

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

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SUS Screen Shot Instructions

3 Steps to Submit Invoice in SUS

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.

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

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

Purchase Order: 4550000600

Process | Display History | Display Document Flow | | Print | Download

Communication and Collaboration

General Information

Basic Data

Purchase Order ID:	4550000600
Number:	1000001190
Name:	W37HES16C032
Date:	08/01/2016
Status:	New

Follow-On Documents:

Purchase Order Response — Shipping Notif. — Goods Receipt — 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

Item Overview

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

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.

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

Step 1d. PO Acknowledgment

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

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

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

2b. Enter the <u>Period of Performance (to and from) dates</u> of any CLINS provided using the calendar drop down.

Step 2c/d. Confirmation for Quantity or Amount

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

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 Co

🔲 Info: Your changes have been adopted successfully

Confirmation: 4000002361

📄 Create Invoice | 📋 Copy | Display Document Flow | | 🖨 Print | Download

▾ Communication and Collaboration

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

NOTE: Yellow warning messages can be ignored.

▾ General Information

Basic Data

		Service Information	
Confirmation:	4000002361	Service Agent Name:	
Name:	W9124C17C0043	Service Location:	01APR2017-30APR2017
Date	05/18/2017		
Purchase Order No.:	4700000035		
Status:	Accepted by Customer		

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

3a. Next step, select "**Create Invoice**"

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

▾ Partner Inform

Partner
Sold-to Party
Ship-To Address

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

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: 5000000941

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 %

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.

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 Exem▼		0.50	1 EA	4700000035	0000000010	🗑
20	0005		AB		Paint helmets	1.000	Activ.unit	1,000.00	USD	Tax Exem▼		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

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 > Disp...

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.:   4700000036
Status: Document Sent
Status (New):   Document Sent
Unplanned Delivery Costs: 0.00 USD

Terms of Payment

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 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.

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

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:

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 Pa..	4.000 each	4,000.00 USD	4.000 each	1.00	1	☑	☐	05/18/2017	05/18/2017
2	0002		AA	Confirmed	Elbow Pad..	3.000 each	900.00 USD	3.000 each	3.00	10	☐	☑	05/18/2017	05/18/2017
3	0003		AA	Confirmed	Helmet Cover..	10.000 each	200.00 USD	10.000 each	2.00	100	☑	☐	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	☐	☐	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	☐	☑		
5	0005		AB	Confirmed	Paint helmets	1.000 Activ.unit	10,000.00 USD	1.000 Activ.unit	0.00	0	☐	☐	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	☐	☑		

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

Partner Information

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

Step 2b. Create ASN for Quantity

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

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

Home | Find | Help | FAQ | Log off

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

Info: Your changes have been adopted successfully

Display ASN: 3000000900

✗ Cancel | Create Invoice | 🗋 Copy | Display Document Flow | | 🖨 Print | Download

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

NOTE: Yellow warning messages can be ignored.

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	Period of Performance to Date
04/01/2017	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

Partn

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   **SAP**

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

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:	INV-23
Name:	W9124
Date:	05/18/2
External Reference No.:	470000
Status:	In Proc

Unplanned Delivery Costs: 0.00 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.

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

NOTE:
DO NOT change Quantity or Net Value on invoice since it <u>must</u> 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

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

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

Info: Your changes have been adopted successfully

Display Invoice: 5000000940

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

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

NOTE: Yellow warning messages can be ignored.

Communication and Collaboration

General Information

Basic Data		Terms of Payment	
		Payment in Days	Discount in %
Number:	INV-236742	30	0.000
Name:	W9124C17C0043	0	0.000
Date:	05/18/2017	0	
External Reference No.:	4700000035		
Status:	Document Sent		
Status (New):	Document Sent		
Unplanned Delivery Costs:	0.00 USD		

3d. SUS notification to Acceptor and invoice submission now complete.

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

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**"
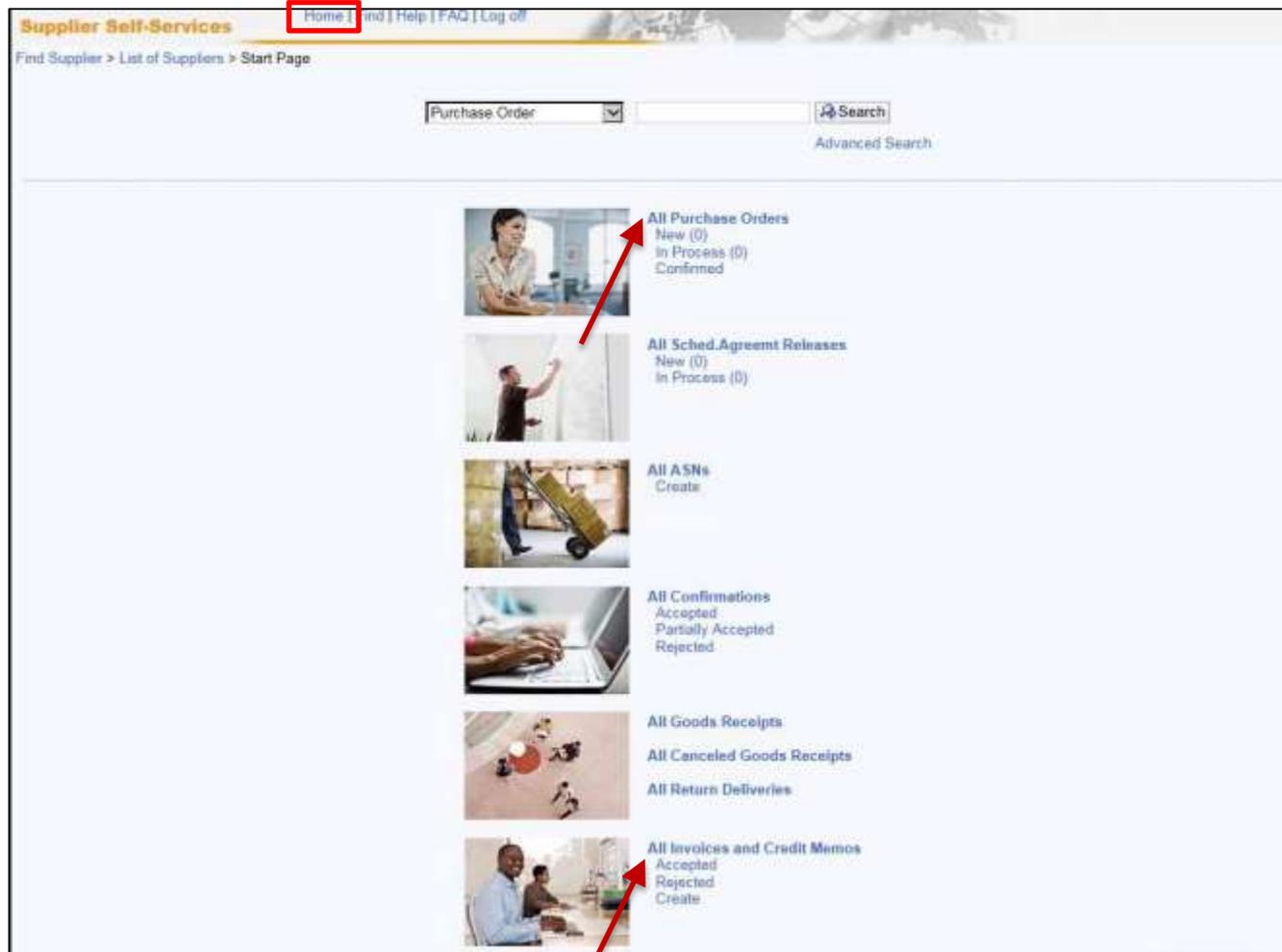(see examples – Slide # 38 and # 46).

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

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

SAP®

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

Example of PDF for ASN

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					

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Creating a Credit Memo to Cancel Invoice

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

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												5000000100		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 GFEBS

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

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From: RA2NOREPLY@ecedi.nit.disa.mil [RA2NOREPLY@ecedi.nit.disa.mil]
Sent: Tuesday, March 06, 2012 12:59 PM
To:
Subject: XXXXXXXXXXX XXXXXXRR\4000000233\\GFEBSP2P\Accepted

Action System: GFEBSP2P

Document Type: Receiving Report

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

Processed Date:

Contract Number: XXXXXXXXXXX

Delivery Order:

Vendor CAGE\Ext: XXXXX

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

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.

Red X to "Reject"