# General Fund Enterprise Business System (GFEBS)

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

Last Updated 9-17-2015





## What is Supplier Self-Services (SUS)?

General Fund

Enterprise Business System (GFEBS)

- 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
  - o 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, real time visibility of open amount and invoice processing status
- Prevents delay in acceptance posting in GFEBS
- Eliminates manual intervention to improve auditability
- Reduces interest penalties

#### 3 Main Steps for SUS Vendor to Submit Service (or Value based) Invoice

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#### WAWF Gov't View Only Folder does not currently contain SUS documents \*\*WAWF to update

#### Log into GFEBS instead of WAWF to review vendor submitted SUS documents

Army Knowledge Online - san	📷 GFEBS Login	×	
AFFRA			
GFEBS			
You are accessing a U.S.	Government (USG)	Information Sy	stem (IS) that
is provided for USG-autho	orized use only. By ι	using this IS (w	hich includes
any device attached to the	his IS), you consent	to the followin	g conditions: -
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security measures (e.g., authentication and access USG interests--not for your personal benefit or priv the above, using this IS does not constitute conser investigative searching or monitoring of the conten communications, or work product, related to perso services by attorneys, psychotherapists, or clergy, Such communications and work product are private User Agreement for details!!!.



GFEBS Login link:

https://prodep.gfebs-erp.army.mil/

databases. Users will be prohibited from representing only CD1 and 7KA records during neurolling



Requires SUS\_GR\_PROCESSOR role to post acceptance/goods receipt Required pre-requisite training includes: L250E Acquisition Process Overview L251E Accounts Payable Process Overview

Suggested transaction codes to add to Favorites in GFEBS:



#### Value based Purchase Orders (POs) generate Service Entry Sheets (SES) Use transaction code ML81N to review and post service acceptance

Locate PO\* for assigned contract and select "Other Purchase Order"

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1/4/2016

\*See Backup information to locate PO if unknown for assigned contract

#### Enter PO number and GREEN check to display SES entered against PO

Note: Entry sheet number can also be displayed on the PO line history tab.

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Note: RED indicator means SES not yet accepted

# Select "**Display <-> Change**" to toggle from Display to Change to post acceptance or rejection

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Review Short text, Service Location (if populate) and Quantity for the Amount If agree, change date as needed and Select "Accept" If disagree, Select "Reject"

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Ethernet Cables - 20 E HP Server Rack E HP Blade C7000 Se E Scenario3_Line2 U Scenario3_Line3 L	MPORIUM	Acd Assgi Cal	Cusi Center	<b>u</b>	The second						
Scenario3 Line2 U	S. BANC	External Number	4000000224		A PROVIDENCE	02/28/2012					
HP Blade C7000 Se Scenario3_Line2 Scenario3_Line3	I.S. BANC	Service Loc	COMPUTER CENT	ER	Step Presp. Intern.						
		Period	+		99) PRsp. Extern.	JOE AGENT					
		10	P C U Service No.	Short Text Data Cente	r Support	Quantity 750	AU	Gross Price	USD	2ABM0028	S_ 1
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Note: If date of acceptance is different than date submitted, change **Document Date** on "Accept. Data" tab prior to "Accept"

#### 

#### Must select "SAVE" to post acceptance or rejection

Menu, (	Save Back Exit	Cancel	System	Other Purc	hase Order Tree On/O	f Display <-> Change	Creat	e Entry Sheet	Copy Entry	Sheet Revok	a acceptance
	Entry Sheet	10000	17317	o	O Will be accepted	C	Return	s Indicator			
rchase Orders/Entry S., Vendor	For Purchase Order	45020	02438 60	Ger							
A Up12474200007	Short Text	W912	712D0097								
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Scenario3_Line2 U.S. BANC	Service Loc.	COMPL	TER CENTE	R	99 PRsp. Intern.						
Scenario3_Line3 U.S. BANC	Period	( )	-		99 PRsp. Extern.	JOE AGENT					
	Line	PCUS	ervice No.	Short Te	d nter Sunnort	Quantity	Un	Gross Price	Crcy	Cost Center	S E
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System allows for output (printed copy) if needed for service agent to get signed, but GFEBS was not setup to print, so select "**YES**" to save without output

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			Line 10 20 30 40 50 60			Service No.	Short Text Data Center S	Support	Quantity           750           0.000           0.000           0.000           0.000           0.000           0.000           0.000           0.000	AU	Gross Price 1.00 0.00 0.00 0.00 0.00 0.00 0.00	Croy USD USD USD USD USD USD	Cost Cen 238M002	Ner <mark>s</mark>	
			Line 10 20 30 40 50 60 70			Service No.	Short Text Data Center S	Support	Quantity           750           0.000           0.000           0.000           0.000           0.000           0.000           0.000           0.000           0.000           0.000           0.000	AU	Gross Price 1.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	Croy USD USD USD USD USD USD USD	Cost Cen 2ABM002	vter S. 8	
			Line 10 20 30 40 50 60 70 80			Service No.	Short Text Data Center S	Support	Quantity           750           0.000           0.000           0.000           0.000           0.000           0.000           0.000           0.000           0.000           0.000           0.000           0.000	AU	Gross Price 1.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	Crcy USD USD USD USD USD USD USD USD	Cost Cen 238M002	Ner S. 8	
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			Line 10 20 30 40 50 60 70 80 90 90 100 110			Service No.	Short Text Data Center S	Support	Quantity           750           0.000           0.000           0.000           0.000           0.000           0.000           0.000           0.000           0.000           0.000           0.000           0.000           0.000           0.000           0.000           0.000           0.000           0.000	Un AU	Gross Price 1.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	Crcy USD USD USD USD USD USD USD USD USD USD	Cost Cen 2ABM002	Ner S.	
			Line 10 20 30 40 50 60 70 80 90 100 110 120			Service No.	Short Text Data Center S	Support	Quantity           750           0.000           0.000           0.000           0.000           0.000           0.000           0.000           0.000           0.000           0.000           0.000           0.000           0.000           0.000           0.000           0.000           0.000           0.000           0.000	AU	Gross Price 1.00 0.00	Crey USD USD USD USD USD USD USD USD USD USD	Cost Cen 2ABM002	Ner S.	
			Line 10 20 30 40 50 60 70 80 90 100 110 120 130			Service No.	Short Text Data Center S	Support	Quantity           750           0.000	Un AU	Gross Price 1.00 0.00	Croy USD USD USD USD USD USD USD USD USD USD	Cost Cen 2ABM002	Ner S.	

### Notice now the status is changed to **GREEN** to show acceptance posted Process complete

The acceptance will create a GR posting that can be viewed on the PO line history

lenu, 4	Back Exit S	ystem,	Other Purchase O	rder Tree On/Off Display <->	Change Create Entry	Sheet Co	opy Entry Sheet			
20406	Entry Sheet	10	00017317	OOB Accepted		Return	s Indicator			
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	10 20 30 40 50 60			Data Center Support	750 0.000 0.000 0.000 0.000 0.000	UA	1.00 0.00 0.00 0.00 0.00 0.00	USD USD USD USD USD USD	2ABM0028	
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**General Fund** 

Enterprise Business System (GFEBS)

# **Backup Information**

#### Tcode ML84 to list open Service Entry Sheets (SES)

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#### PO or SES number can be copied and used in ML81n to accept or reject

#### QE4-332\_EXT

#### List of Service Entry Sheets

Menu, 利

Back | Exit | Cancel | System | Details | Sort in Ascending Order | Sort in descending order | Set filter | Total | Local file. | Mail recipient | Change layout... | Select layout...

Pur. Order Item Entry Sh.	POrg. Plant AccIn	PGrp. FinEnt	Vendor Matl Group	Name 1 o Item Short Text FinEnt	Currency Net Valu Blck.In	ae PO Iter	Order Date Delivery Date Sh. Text E/Sheet	Net Value of Entry S	Created on
30 1000017303	BRAG		260B	Server Installation		245.00	02/10/2012 N0010404AZF120002	245.00	02/28/2012
4502002329 40 1000017304	ARMY BRAG	247	IMPREST 260B	Imprest Fun Custodian Server Installation	USD	250.00	02/09/2012 02/10/2012 N0010404AZF120002	250.00	02/28/2012
4502002329 50 1000017305	ARMY BRAG	247	IMPREST 260B	Imprest Fun Custodian Lawn Mowing	USD	265.00	02/09/2012 02/10/2012 N0010404AZF120002	265.00	02/28/2012
4502002438 10 1000017312	ARMY BRAG	247	6949 260B	EMPORIUM SPECIALTIES CO INC HP Blade C7000 Server	USD	9,950.00	02/23/2012 02/27/2012 W9124712D0097	9,950.00	02/28/2012
4502002438 20 1000017313	ARMY BRAG	247	6949 260B	EMPORIUM SPECIALTIES CO INC HP Server Rack	USD	2,250.00	02/23/2012 02/27/2012 W9124712D0097	2,250.00	02/28/2012
4502002438 30 1000017314	ARMY BRAG	247	6949 260B	EMPORIUM SPECIALTIES CO INC Ethernet Cables - 200 Pack	USD	250.00	02/23/2012 02/27/2012 W9124712D0097	250.00	02/28/2012
4502002438 40 1000017315	ARMY BRAG	247	6949 260B	EMPORIUM SPECIALTIES CO INC Server Installation	USD	250.00	02/23/2012 02/27/2012 W9124712D0097	250.00	02/28/2012
4502002438 50 1000017316	ARMY BRAG	247	6949 260B	EMPORIUM SPECIALTIES CO INC Server Rack Installation	USD	450.00	02/23/2012 02/27/2012 W9124712D0097	450.00	02/28/2012
4502002438 60 1000017317	ARMY BRAG	247	6949 260B	EMPORIUM SPECIALTIES CO INC Data Center Support	USD	750.00	02/23/2012 02/27/2012 W9124712D0097	750.00	02/28/2012

#### Background Job listing open Service Entry Sheets (SES)

Pu	r. Order Item try Sh.	POrg.	PGrp. FinEnt	Vendor Matl Group AccIn	Name 1 p Item Short Text FinEnt	Currency Net Value PO It Blck.In	Order Date am Delivery D Sh.	ate Text E/Sheet	Net Value of Entry S	Created on
45	09493549 210 01055185	JCK1	24C	51885 252G	VMX INTERNATIONAL LLC EMERGENCY AND RELOCATION SERVICES	USD 7,970.4	03/27/2015 0 08/31/2015 W91	24C12D00040009	2,845.04	06/17/2015
45 10	50028248 140 01194509 01194746	ARMY JCK1	24C	0K0U4 252G ••••	E D ENTERPRISES INC CLIN 2014- Pump Waste Water	USD 5,328.0	08/28/2015 0 09/01/2015 W91 W91	24C14D00010003 24C14D00010003	590.00 590.00	09/18/2015 09/18/2015

Note: Job ran nightly and forwarded by email to the assigned COR/Acceptor

### **SUS Support Contact Information**

General Fund

Enterprise Business System (GFEBS)

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DFAS – SUS Pilot support: <u>Michael.C.Roberts9.civ@mail.mil</u> <u>Lynda.J.Brown.civ@mail.mil</u> 703.545.8805 (o) Team lead 703.545.8803 (o) 703.545.8797 (o) 703.545.9068 (o)

317.212.2870 (o) 317.212.2179 (o)