



GFEBBS SUS Job Aid: Acceptor Training for SUS Pilot Quantity Based Contracts

Purpose: To provide a step-by-step guide for accepting value based SUS Pilot contracts in GFEBBS.

Audience: Army CORs/Acceptors for SUS Pilot Contracts

NOTE: WAWF Gov't View Only Folder** does not currently contain SUS documents

**WAWF to update to have ability to view SUS documents – date TBD

Instruction:	Screenshot:																																										
<p>Step 1: Login to GFEBBS</p> <p>a. Click the GFEBBS Login Link below: https://prodep.gfebs-erp.army.mil/</p> <p>b. Once you see the screen as shown to the right, click on the “CAC Login” button.</p>																																											
<p>Step 2: Enter GFEBBS ERP</p> <p>Click on the “ERP” button.</p>																																											
<p>Step 3: OPTIONAL - Validate GFEBBS Roles for performing acceptance</p> <p>NOTE: Only need to do this step prior to submitting first acceptance in GFEBBS to ensure you have correct roles.</p> <p>a. In the command box, type in t-code “SU01D” and hit enter.</p> <p>b. In the “User” field, type in your CAC card DoD ID # and click “Display” button. <i>(DoD ID # is found on the back of your CAC card)</i></p> <p>c. Click on the “Roles” tab and verify you have the following roles for GR & SUS GR Processor functions:</p> <p><i>EPC_EC_SC_GD_RCPT_PROC__0000</i> <i>EPC_EC_SUS_GD_RCPT_PROC__0000</i></p>	<table border="1"> <thead> <tr> <th>Status</th> <th>Role</th> <th>T</th> <th>Start Date</th> <th>End Date</th> <th>Short Description</th> <th>Incl...</th> </tr> </thead> <tbody> <tr> <td></td> <td>EPC_EC_SC_GD_RCPT_PROC__0000</td> <td></td> <td>08/28/2013</td> <td>12/31/9999</td> <td>CR - Goods Receipt Processor</td> <td>=</td> </tr> <tr> <td></td> <td>EPC_EC_SC_PUR_REQ_APPR__0000</td> <td></td> <td>08/07/2012</td> <td>12/31/9999</td> <td>CR - Purchase Requisition Approver</td> <td>=</td> </tr> <tr> <td></td> <td>EPC_EC_SC_PUR_REQ_PROC__0000</td> <td></td> <td>04/02/2010</td> <td>12/31/9999</td> <td>CR - Purchase Requisition Processor</td> <td>=</td> </tr> <tr> <td></td> <td>EPC_EC_SUS_GD_RCPT_PROC__0000</td> <td></td> <td>08/07/2016</td> <td>12/31/9999</td> <td>CR - SUS Goods receipt Processor - limited to NON - ARN</td> <td>=</td> </tr> <tr> <td></td> <td>EPS_EC_FM_GENERAL_DISPLAY__0000</td> <td></td> <td>08/28/2013</td> <td>12/31/9999</td> <td>SR - FM Display</td> <td>=</td> </tr> </tbody> </table>	Status	Role	T	Start Date	End Date	Short Description	Incl...		EPC_EC_SC_GD_RCPT_PROC__0000		08/28/2013	12/31/9999	CR - Goods Receipt Processor	=		EPC_EC_SC_PUR_REQ_APPR__0000		08/07/2012	12/31/9999	CR - Purchase Requisition Approver	=		EPC_EC_SC_PUR_REQ_PROC__0000		04/02/2010	12/31/9999	CR - Purchase Requisition Processor	=		EPC_EC_SUS_GD_RCPT_PROC__0000		08/07/2016	12/31/9999	CR - SUS Goods receipt Processor - limited to NON - ARN	=		EPS_EC_FM_GENERAL_DISPLAY__0000		08/28/2013	12/31/9999	SR - FM Display	=
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Instruction:

Step 4: Review and Post Service Acceptance

(Quantity Based Contracts)

After the vendor creates an Advanced Shipping Notice (ASN) for quantity based purchase orders (POs), GFEBS generates an Inbound Delivery for the COR/Acceptor to review and accept. Follow the steps below to perform acceptance in GFEBS.

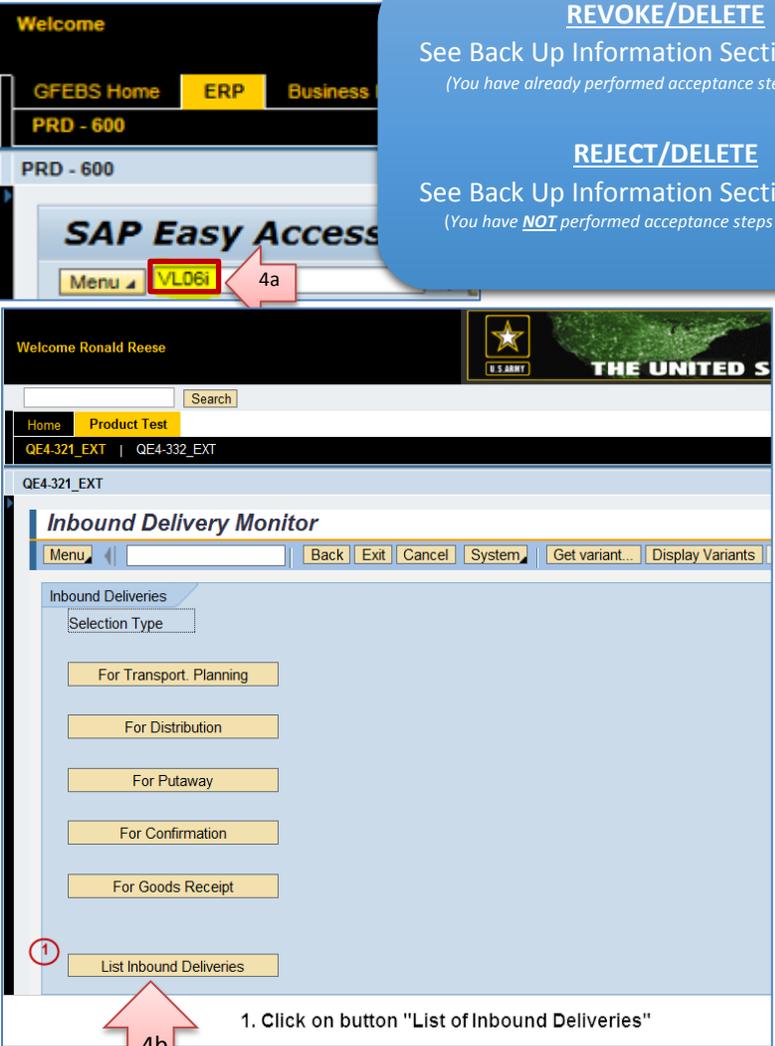
NOTE: You will **NOT** post acceptance in WAWF for SUS contracts – only in GFEBS.

- a. In the command field box, type in the t-code “VL06i” and hit enter.
- b. Click “List of Inbound Deliveries” button.

- c. Leave delivery date range blank since normally based on the PO delivery date which is usually the end of the POP.
- d. Enter PO # and/or Vendor CAGE code of your assigned vendor.

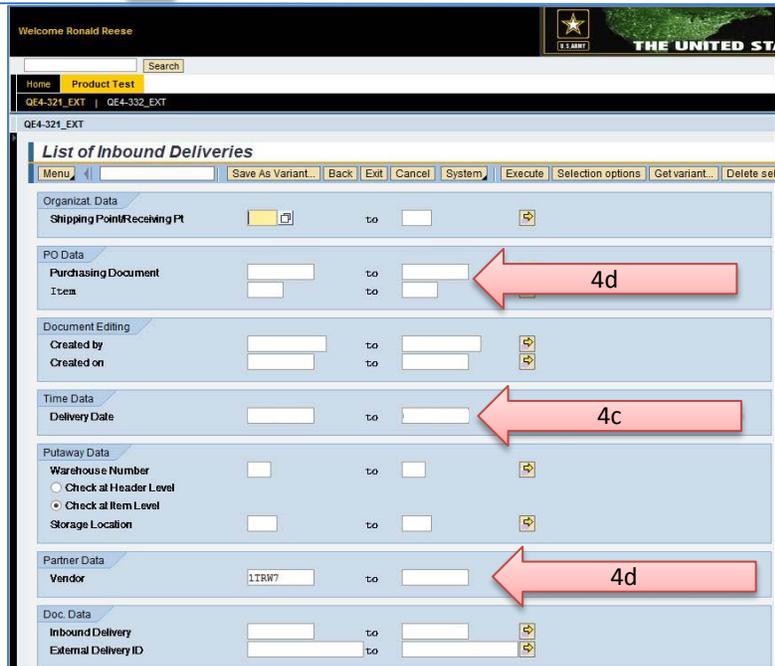
NOTE: If you do not know the Vendor CAGE code, refer to Item #4 in the Background Information section of this document to find Vendor CAGE code.

Screenshot:



REVOKE/DELETE
See Back Up Information Section, Item #5
(You have already performed acceptance steps 4a thru 4m)

REJECT/DELETE
See Back Up Information Section, Item #6
(You have NOT performed acceptance steps 4a thru 4m yet)



Instruction:

Step 4: Review and Post Service Acceptance - Continued
(Quantity Based Contracts)

e. Scroll down and find “Total gds mvt stat.” field and enter “A” (open) and “B” (partial).

f. Click “Execute” to begin query.

Screenshot:

4f

4e

Status A is for "Not Yet Processed"
 Status B is for "Partially Processed"

g. From the List of Inbound Deliveries, select the inbound delivery line you want to process.

h. Click “Change Inbound Delivery” button to review and post acceptance.

4g

4h

Delivery	Deliv.date	Vendor	Name of vendor
<input checked="" type="checkbox"/> 310000049	02/29/2012	6949	EMPORIUM SPECIALTIES CO INC
<input type="checkbox"/> 310000053	02/29/2012	6949	EMPORIUM SPECIALTIES CO INC

i. Navigate to “Header Details” and click on “Shipment” tab to verify the Vendor listed the period of performance (POP) in the “TrnsIDCode” field. If you do not see the POP, refer to back Up Item # 6 to reject Inbound Delivery back to Vendor.

Inbound Delivery 310001128 Display: Header Details

Vendor: 6BK98 EAGLE MEDICAL SERVICES, LLC / 1826 N LOOP 1604 W # 350C / SAN ANTONIO TX 78248-4

Processing Foreign Trade/Customs **Shipment** Unload Stock placement Administration Partner

Planning Goods to be loaded

TransPlanngDate: 00:00

Goods receipt

Delivery date: 01/13/2017 07:00

Warehouse No. Door

Shipment

ReceivingPt: TrnsPlnSta: Not rel.transp.plan.

Route: ShpmtBIRsn

RouteSched

Incoterms

BillOfLad.

GR/GI Slip

MnsTransTy: V110 Ship Shpg Cond.

TrnsIDCode: 11/1/16 - 11/30/16

MeansOfTrn: SpecProcss

4i

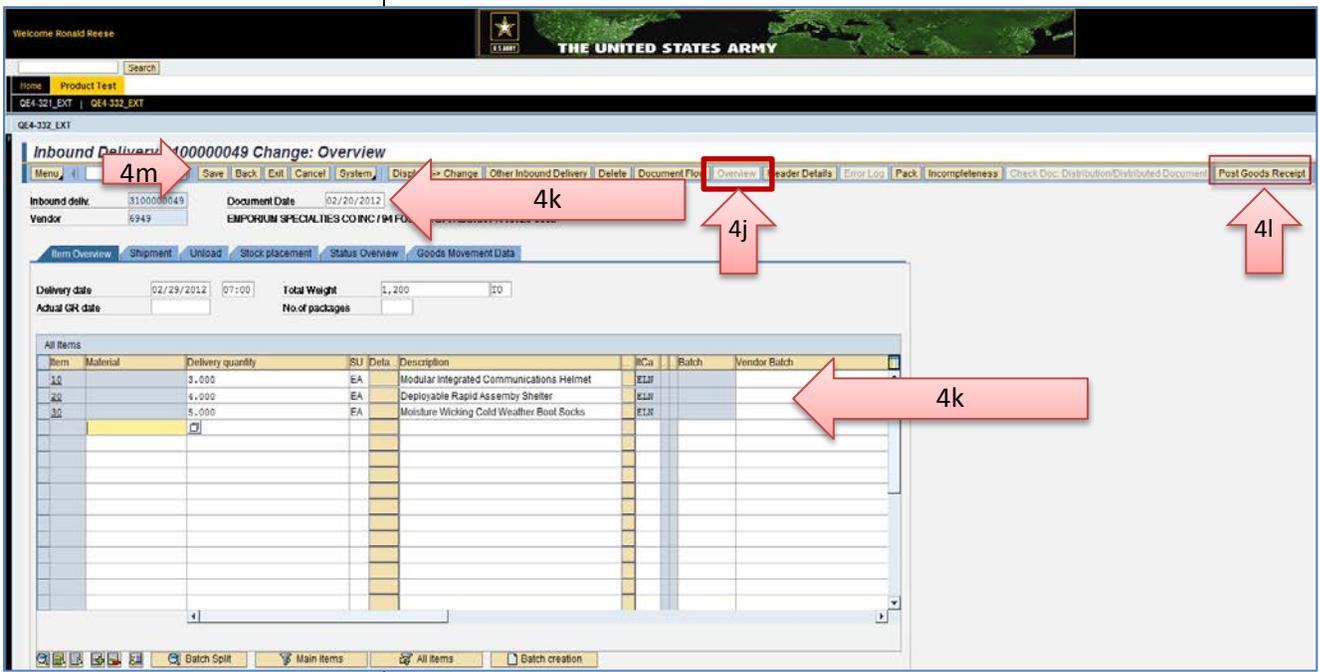
Instruction:

Step 4: Review and Post Service Acceptance - Continued
(Quantity Based Contracts)

- j. Click "Overview" to return to delivery information.
- k. Review vendor submitted information for accuracy.
- l. Change "Document Date" to current date; **UNLESS** you are posting acceptance more than 7 days after the date you see in the "Doc" field. If more than 7 days, add 7 days to the existing "Doc" date.
- m. If approve, click "Post Goods Receipt".
- n. Click "Save".

Screenshot:

NOTE: After clicking "Save", a message will appear at bottom of screen stating "Inbound delivery changed". PO History shows Goods Receipt (=Acceptance) posted.



You have successfully accepted a SUS Pilot quantity based contract in GFEBs!

REVOKE/DELETE

See Back Up Information Section, Item #5
(You have already performed acceptance steps 4a thru 4m)

REJECT/DELETE

See Back Up Information Section, Item #6
*(You have **NOT** performed acceptance steps 4a thru 4m yet)*

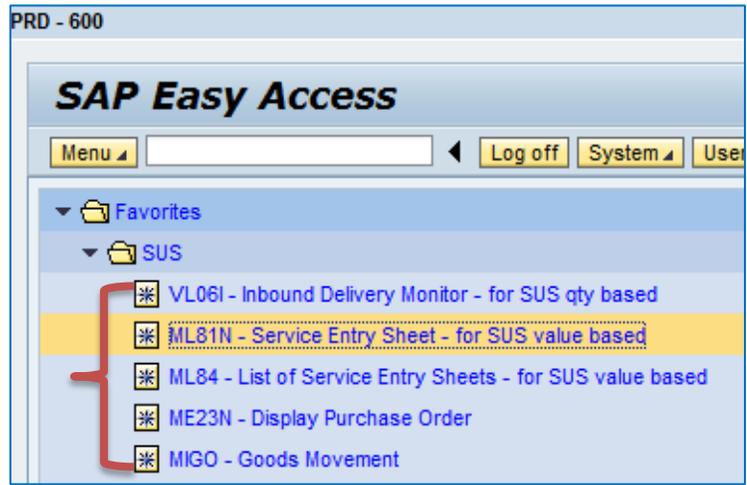
BACK UP INFORMATION:

Screenshot:

Item 1: List of all Transaction Codes (T-Codes) needed to perform acceptance

- a. VL06I – Inbound Delivery Monitor – for SUS qty based contracts
- b. ML81N – Service Entry Sheet (SES) – for SUS value based contracts
- c. ML84 – List of SESs
- d. ME23N – Display Purchase Order (PO)
- e. MIGO – Goods Movement

NOTE: Recommend adding these t-codes to your GFEBs favorites folder. See Item 2 below.



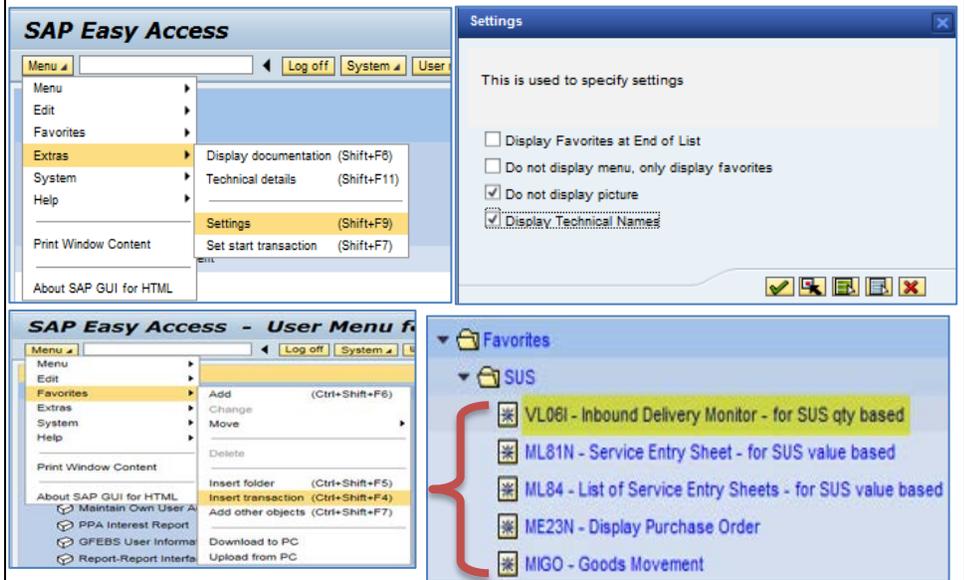
Item 2: Turn on T-Code Display and Save T-Codes to Favorites Folder

Turn on T-Code display:

- a. Click Menu > Extras > Settings
 - b. Recommend checking box for following:
 - Do not display picture
 - Display Technical Names
- Click **green** check mark to save.

Save T-codes to favorites folder:

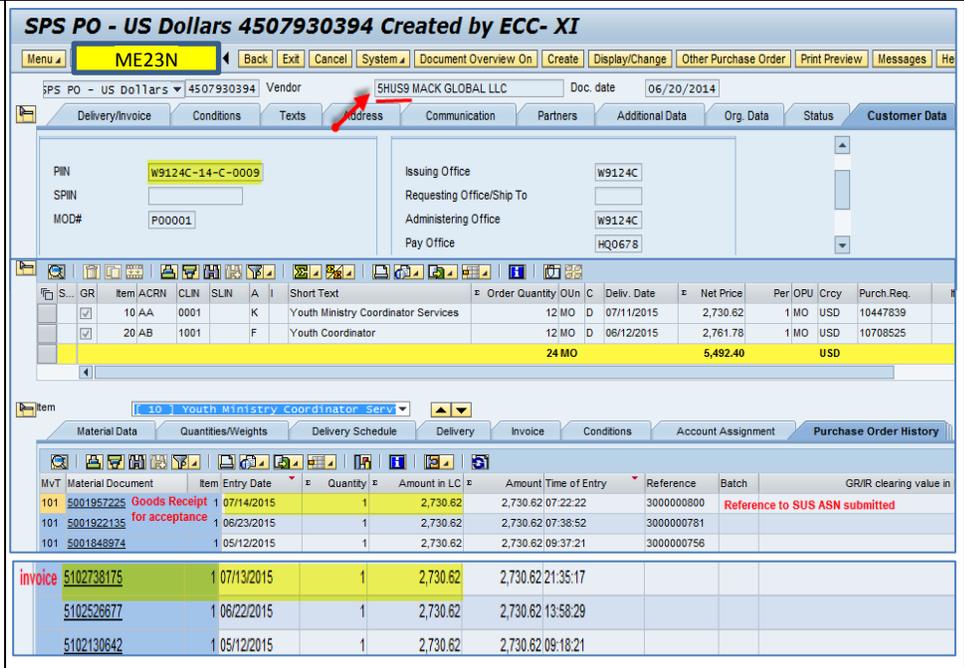
- c. Click Menu > Favorites > Insert Transaction
- d. Type T-codes listed in Item 1 above, one at a time, and hit enter. Will now display under favorites folder



Item 3: Use t-code → ME23N Display PO Obligation

- a. Type in t-code “ME23N” into command box and click enter
- NOTE:** If not on home page, type /n before to return to home page before entering the t-code.
- b. PO header shows Contract # (SPIIN/SPIIN) and vendor CAGE
 - c. PO History tab shows listing of Goods Receipts for Acceptance with SUS reference.
 - d. Scroll down the screen and you’ll see linked invoices.

Once the vendor submits the ASN, the invoice will post to PO history. Once the COR/Acceptor posts acceptance, the Goods Receipt will appear on PO history.



BACK UP INFORMATION: **Screenshot:**

Item 4: Nightly Background Job listing Open Inbound Deliveries sent to COR/Acceptor daily via email

In email to COR/Acceptor, there is a list of all open Inbound Deliveries with the corresponding PO # / Delivery # – example to the right.

0X8U1 Data Sciences International PO 4550162953

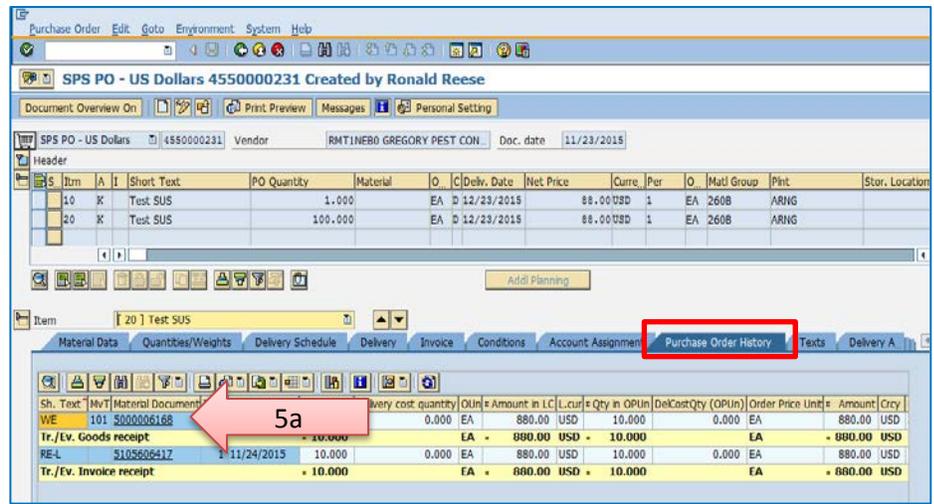
Delivery	Created by	Time	Created on	CDI	Delivery Date	BI/OFL ad	Vendor	TrpT	TrmsIDCode	GR/GI SI	Document Date	Ac. GI date	SbRI	IDTrS	ExtDeliv
3100001219	XIAPPLRFC	14:21:36	01/16/2017		01/16/2017		0X8U1				01/16/2017				3000001360

Below is an example of the nightly background job listing ALL open inbound deliveries.

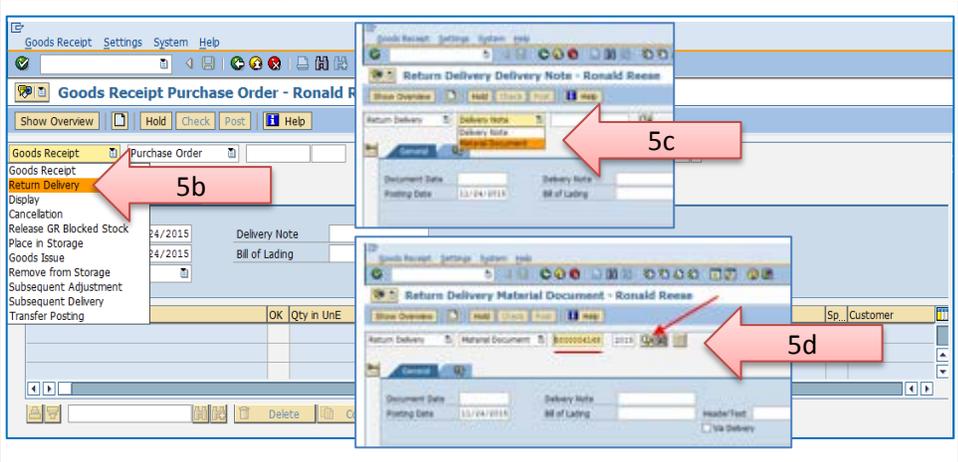
Delivery	SM	Purch.Doc.	Item	Material	Description	Delivery quantity	SU	Deliv.date	Vendor	Name of vendor	PLM	External Delivery ID	CS	Ref.doc.	Ref.doc.	RefItm	RefItm
3100001286	A	4502001358	10		MUSICIANS	1	MO	09/30/2015	48C08	MSB ANALYTICS, INC.	JCKL	3000000843		A 4502001358	4502001358	220	220
3100001286	A	4502001358	20		CATHOLIC RELIGIOUS EDUCATOR	1	MO	09/30/2015	48C08	MSB ANALYTICS, INC.	JCKL	3000000843		A 4502001358	4502001358	240	240
3100001286	A	4502001358	30		JEWISH RABBI	1	MO	09/30/2015	48C08	MSB ANALYTICS, INC.	JCKL	3000000843		A 4502001358	4502001358	250	250
3100001286	A	4502001358	40		INMAM	1	MO	09/30/2015	48C08	MSB ANALYTICS, INC.	JCKL	3000000843		A 4502001358	4502001358	260	260
3100001445	A	4506505584	10		CLIN 1001-CDC, YC, & SSI Custodial Servic	1	MO	09/30/2015	3EP96	SS&S, INC.	JCKL	3000000839		A 4506505584	4506505584	31	31
3100001445	A	4506505584	20		CLIN 1003- Additional buffing per month	1	MO	09/30/2015	3EP96	SS&S, INC.	JCKL	3000000839		A 4506505584	4506505584	51	51
3100001445	A	4506505584	30		CLIN 1002- Contracting Manpoer Reporting	1.000	EA	09/30/2015	3EP96	SS&S, INC.	JCKL	3000000839		A 4506505584	4506505584	61	61

Item 5: Return Delivery to Vendor (MIGO Movement 122)

a. Obtain “Material Document #” of the Goods Receipt by entering t-code “ME23N” which displays the PO and PO item history.



b. Enter t-code “MIGO” and select “Return Delivery” from the Goods Receipt drop down menu.
 c. Select “Material Document” from the Purchase Order drop down menu.
 d. Enter the material document number found in step 5a above to return to vendor, then click on icon to Execute.

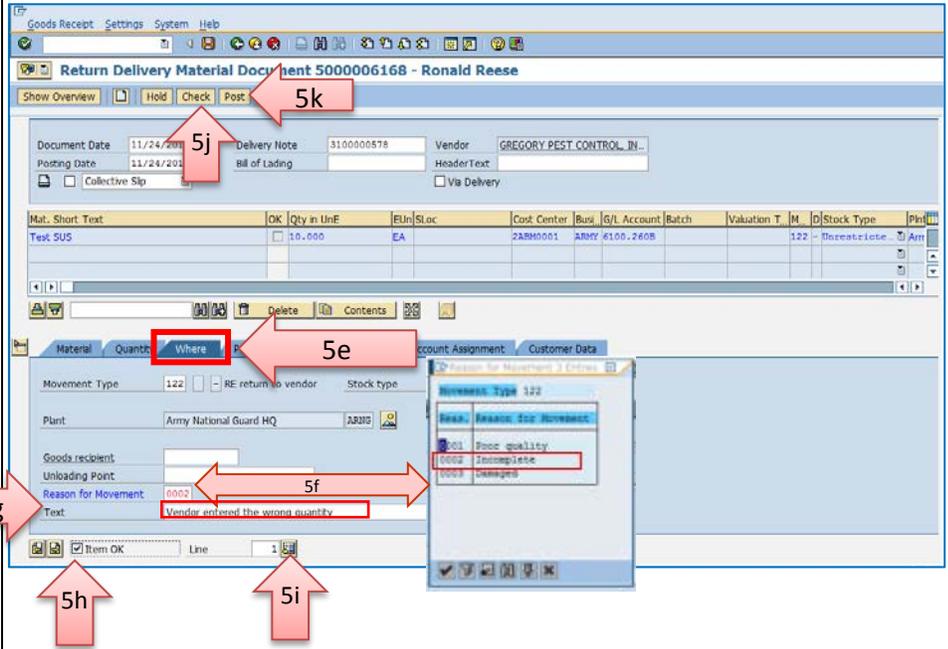


BACK UP INFORMATION:

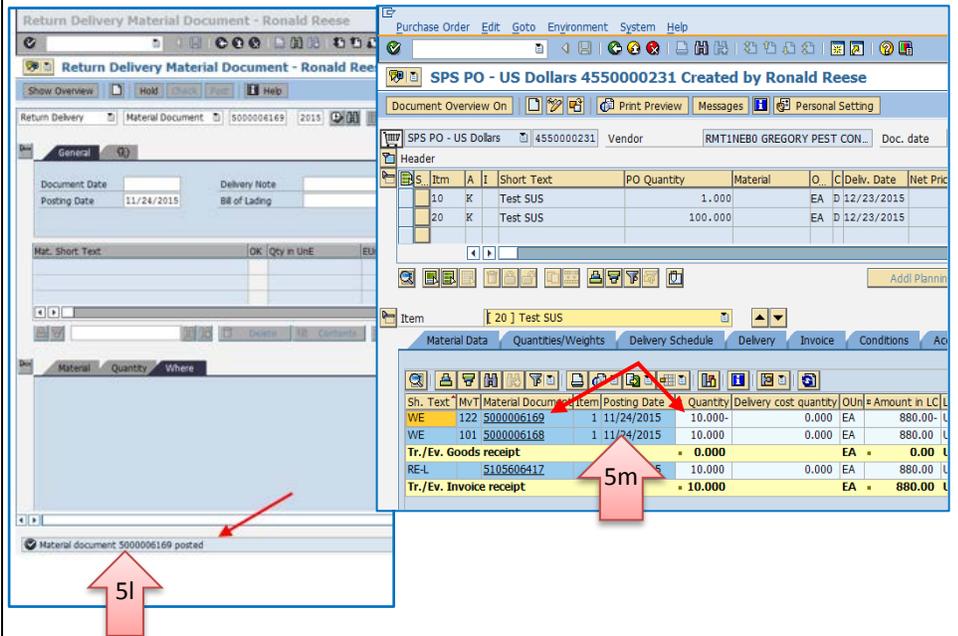
Item 5: Return Delivery to Vendor (MIGO Movement 122) – Continued

- e. You should now see the document to be reversed.
 - f. Select “Where” tab at the bottom and select a “Reason for Movement” from the available pull down menu.
- NOTE: The reason codes are system default options and not currently being used for reporting purposes so any code is acceptable.
- g. Enter something in the “Text” field (required field).
 - h. Click “Item OK” box
 - i. Complete steps 5 a-h for all lines that need to be reversed and returned to vendor. Click icon next to the “Line” # field to move to next line item.
 - j. After completing all lines, click on “Check” (top of screen) and verify no errors.
 - k. If no errors, click “Post” button (top of screen).

Screenshot:



- l. When return delivery action is completed, you will see “Material document ##### posted” at the bottom of the screen.
- m. The Material Document for the Reversal will now appear in the history of the PO with a movement type of “122” and will appear with a negative quantity.



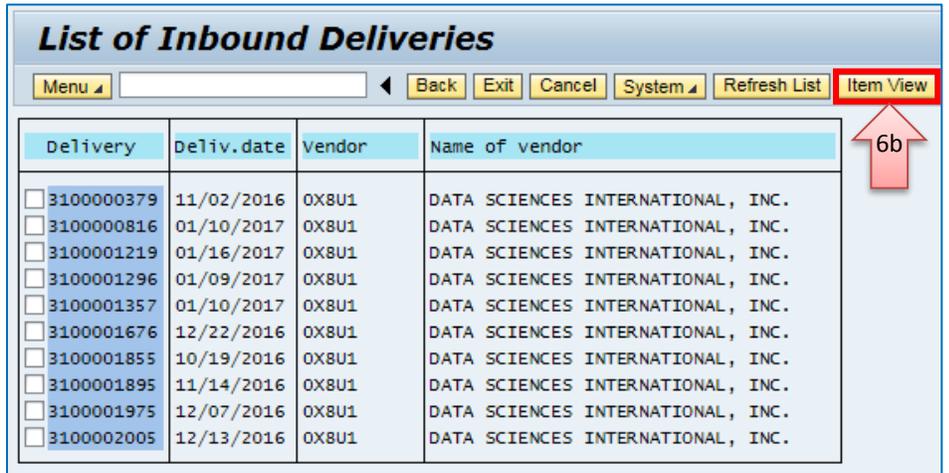
BACK UP INFORMATION:

Item 6: Reject/Delete Delivery to Vendor

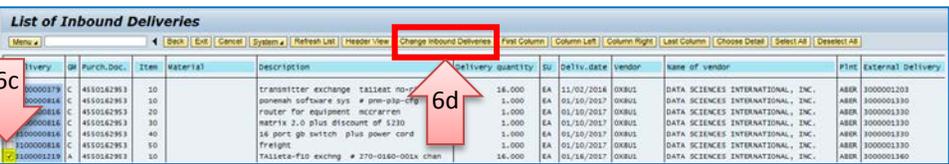
If a vendor makes a mistake on entering an ASN after they have created an inbound delivery that does not need to be accepted or the acceptor determines that the entry is incorrect and therefore does not want to accept delivery, then it will be necessary to **delete** the inbound delivery rather than accept it.

- a. Follow steps 4a thru 4f on pages 2 & 3.
- b. Click "Item View"

Screenshot:



- c. Select the line you wish to delete.
- d. Click on "Change Inbound Deliveries" to enter change mode.



- e. Click "Delete"
- f. From the popup box, click "Yes" to confirm deletion
- g. The system will provide a confirmation message at the bottom of the screen that states, "Inbound Delivery ##### deleted". Confirm you see the message. Example below.

