General Fund

Enterprise Business System (GFEBS)

Supplier Self-Services (SUS) Vendor Training for Quantity Based Contracts

Last Updated 1 June 2017

ASA (FM&C)

US ARMY PEO EIS
PEO Enterprise Information Systems

Vendor Training Topics

- **What is Supplier Self-Service (SUS)…… {Slide # 3}**
- **Vendor System Requirements…….. {Slide # 4}**
- **WAWF/SUS Log On Instructions……... {Slide # 5}**
- **SUS Screen Shot Instructions…… {Slide # 14}**
  - Acknowledge Award or Modification
  - Create Advance Shipping Notification (ASN)
  - Create E-Invoice
- **Verify Documents Posted ……..... {Slide # 27}**
- **Check Payment Status…… {Slide # 30}**
- **Printing or Saving SUS Documents…….. {Slide # 31}**
- **Create Credit Memo to Cancel Invoice…… {Slide # 33}**
- **SUS Support Contact Information……..... {Slide # 34}**
- **WAWF Vendor History Folder & Notifications…….....{Slide # 35}**

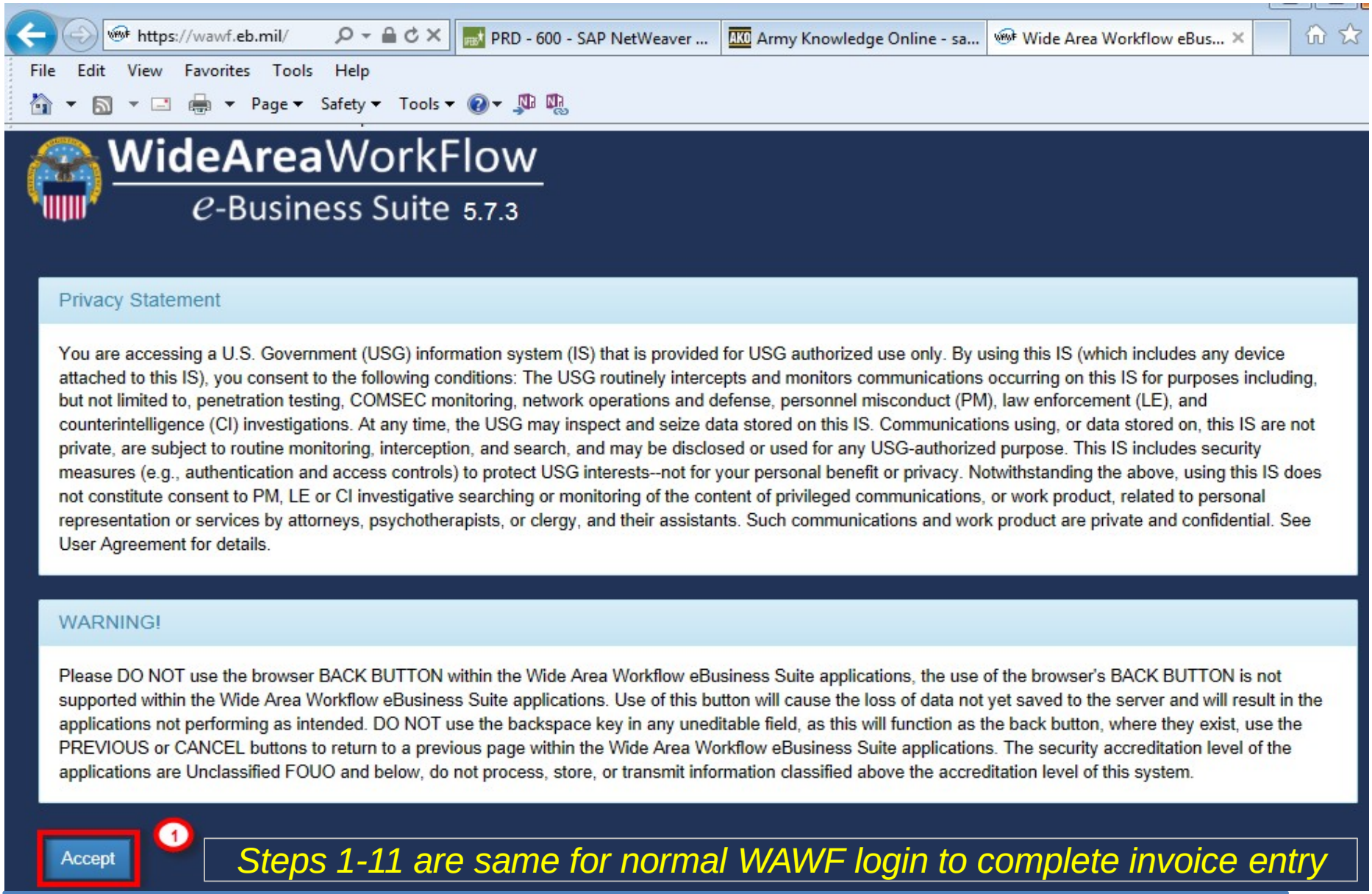
What is Supplier Self-Services (SUS)?

- **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

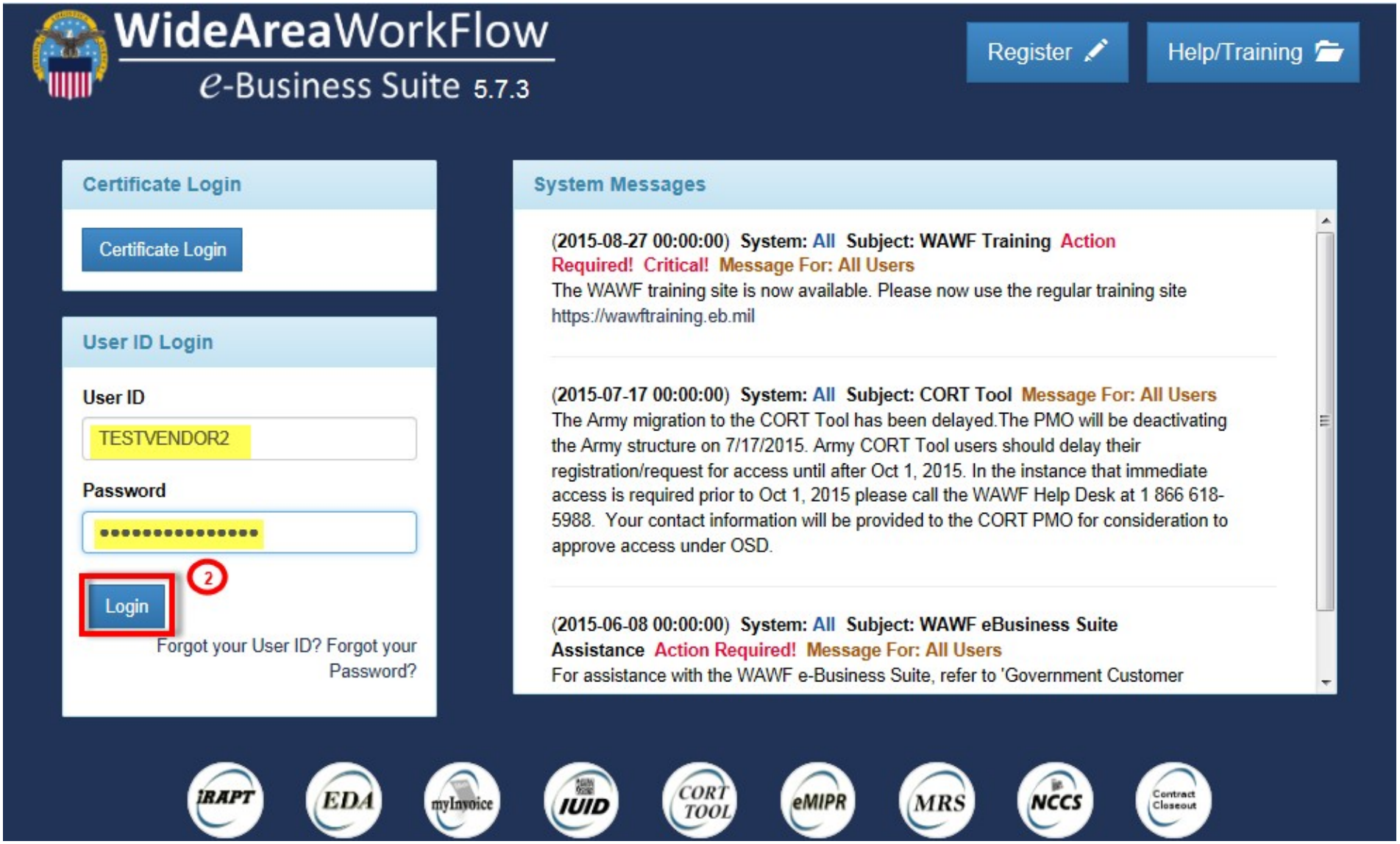
- **Internet Access**
- **Must use Internet Explorer**
  - Under ⚙ or Tools, select Compatibility View Settings
    - Add “Army.mil”
    - Close all sessions of Internet Explorer and re-open to re-initialize
- **WAWF user id**
  - Ensure id used is assigned to CAGE code for SUS contract award
  - If 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



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.

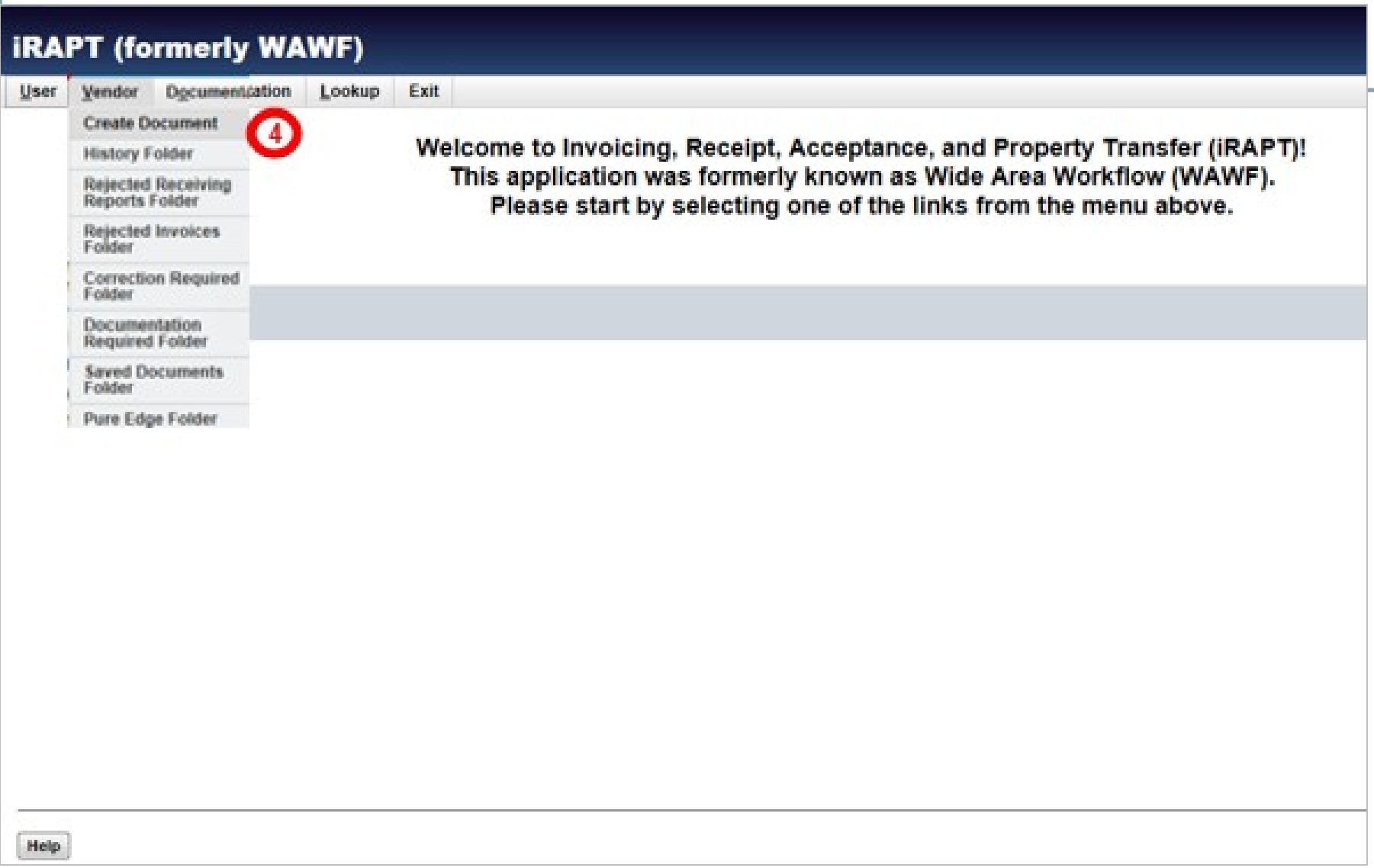


Enter WAWF user ID and password and click “Login” ②

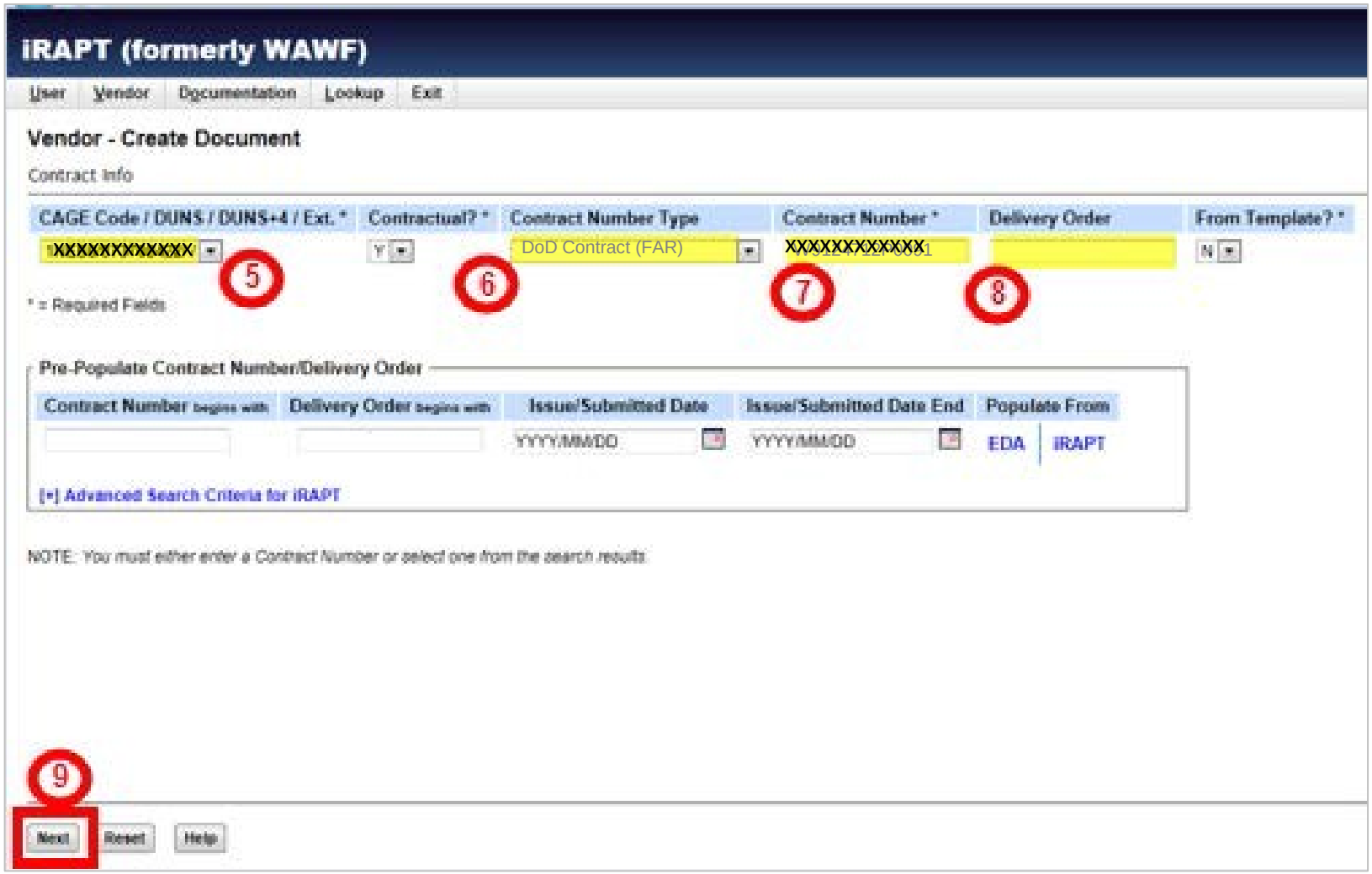
Management of allowed WAWF users remains with WAWF administrator

If you are a new user and need a User ID and password, see slide #4 for instructions.

Select "**iRAPT**" ③



Once in iRAPT, select "**Vendor**" and "**Create Document**" ④



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 for A or D contracts)* ⑧. Select "**Next**" ⑨

iRAPT (formerly WAWF)

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)	XXXXXXXXXX		XXX	XXXXXXX			HQ0678 (10)

* = Required Fields

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)

NEW SCREEN

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	XXXXXXXX			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)

You are being re-directed to SUS Application

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Dated/Effective:May9,2008

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OMB CONTROL NUMBER: 0702-0126

OMB EXPIRATION DATE: xx/xx/xxxx

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Responses should be sent to ASA (FM&C), Attn: Mr. Roger A. Pillar, 2521 S.

Clark St., Suite 7159, Arlington, VA 22202.

****

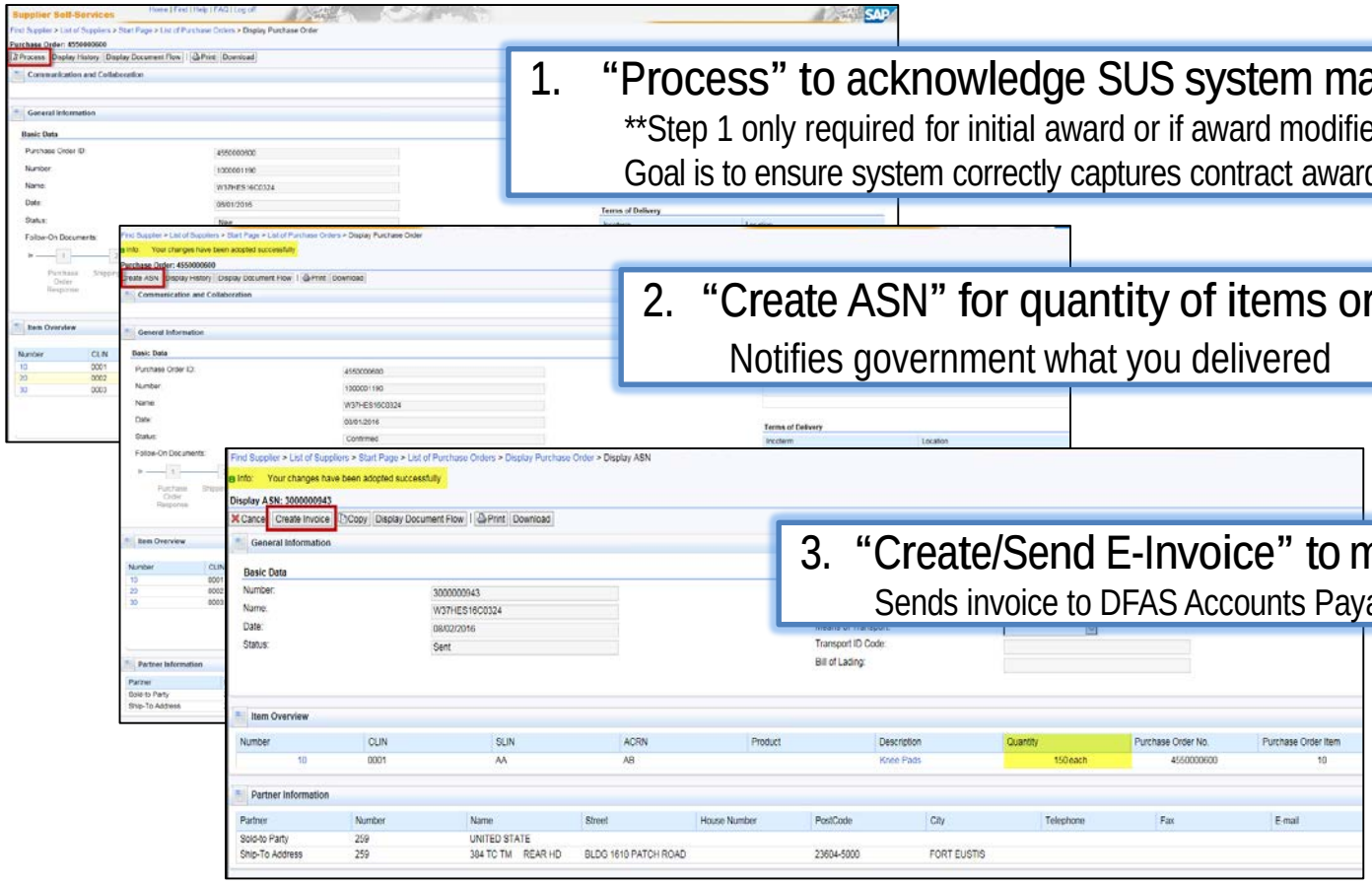
Press "OK" if you agree. Press "Cancel" if you disagree.

13 OK Cancel

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

SUS Screen Shot Instructions

3 Steps to Submit Invoice in SUS for Quantity Based



1. "Process" to acknowledge SUS system matches contract
   **Step 1 only required for initial award or if award modified
   Goal is to ensure system correctly captures contract award or modification

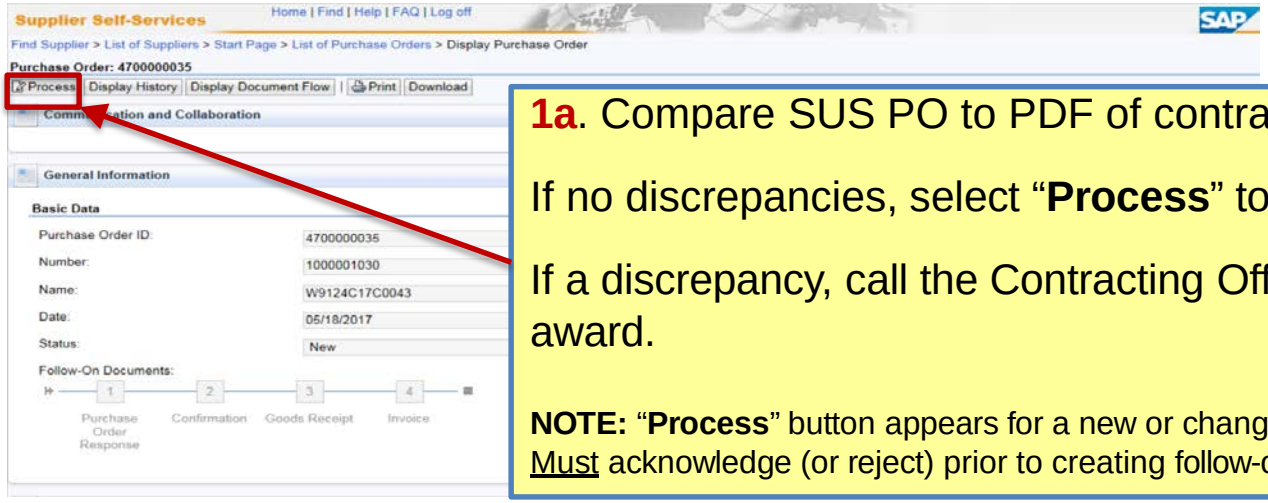
2. "Create ASN" for quantity of items or service provided
   Notifies government what you delivered

3. "Create/Send E-Invoice" to match ASN
   Sends 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 8*) 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.



1a. Compare SUS PO to PDF of contract award.

If no discrepancies, select "**Process**" to prepare Acknowledgment.

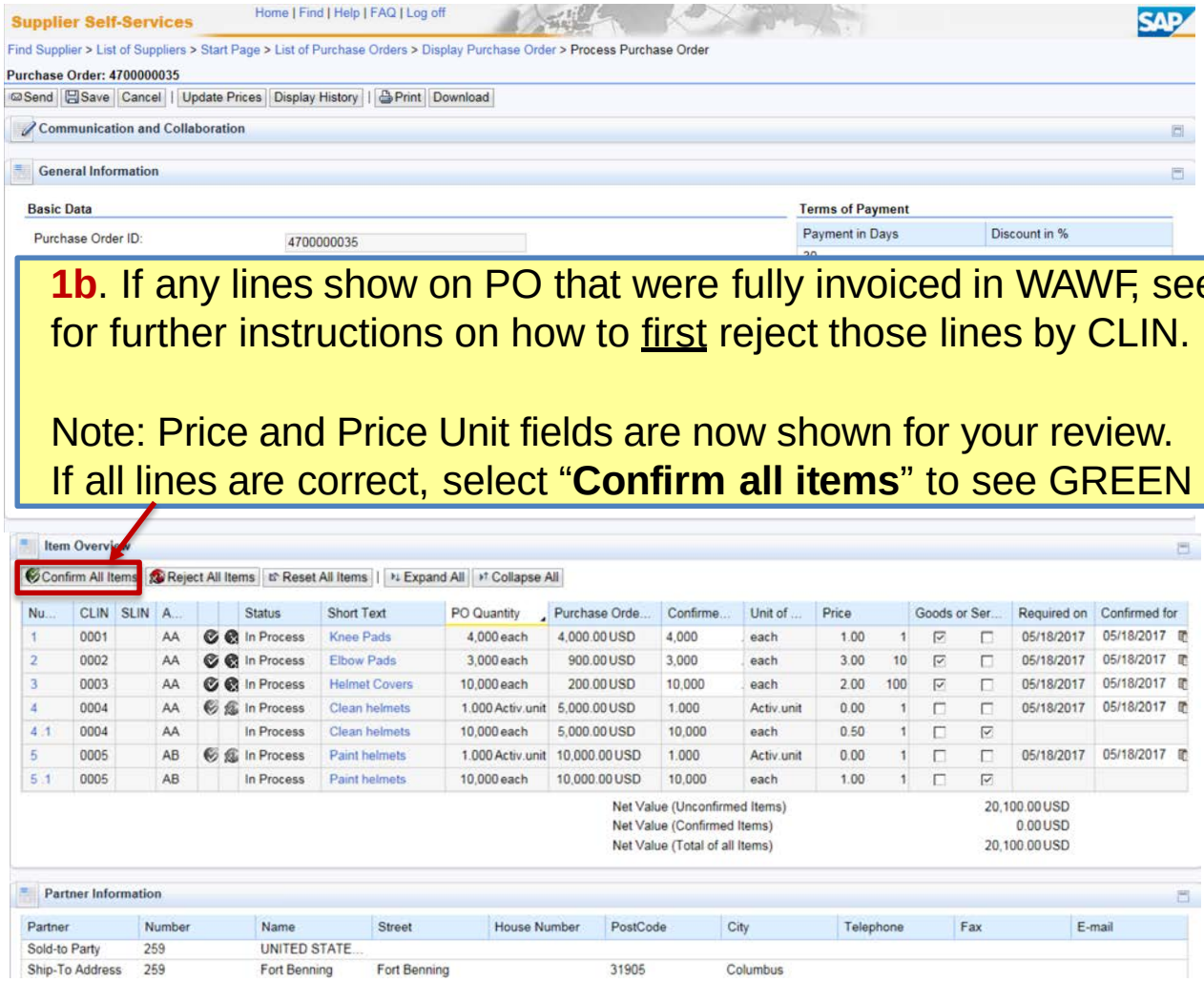
If a discrepancy, call the Contracting Officer listed on the contract award.

NOTE: "**Process**" button appears for a new or changed contract/PO.
Must acknowledge (or reject) prior to creating follow-on documents.

Basic (or header) data shown above comes from awarded contract

Step 1b. PO Acknowledgment

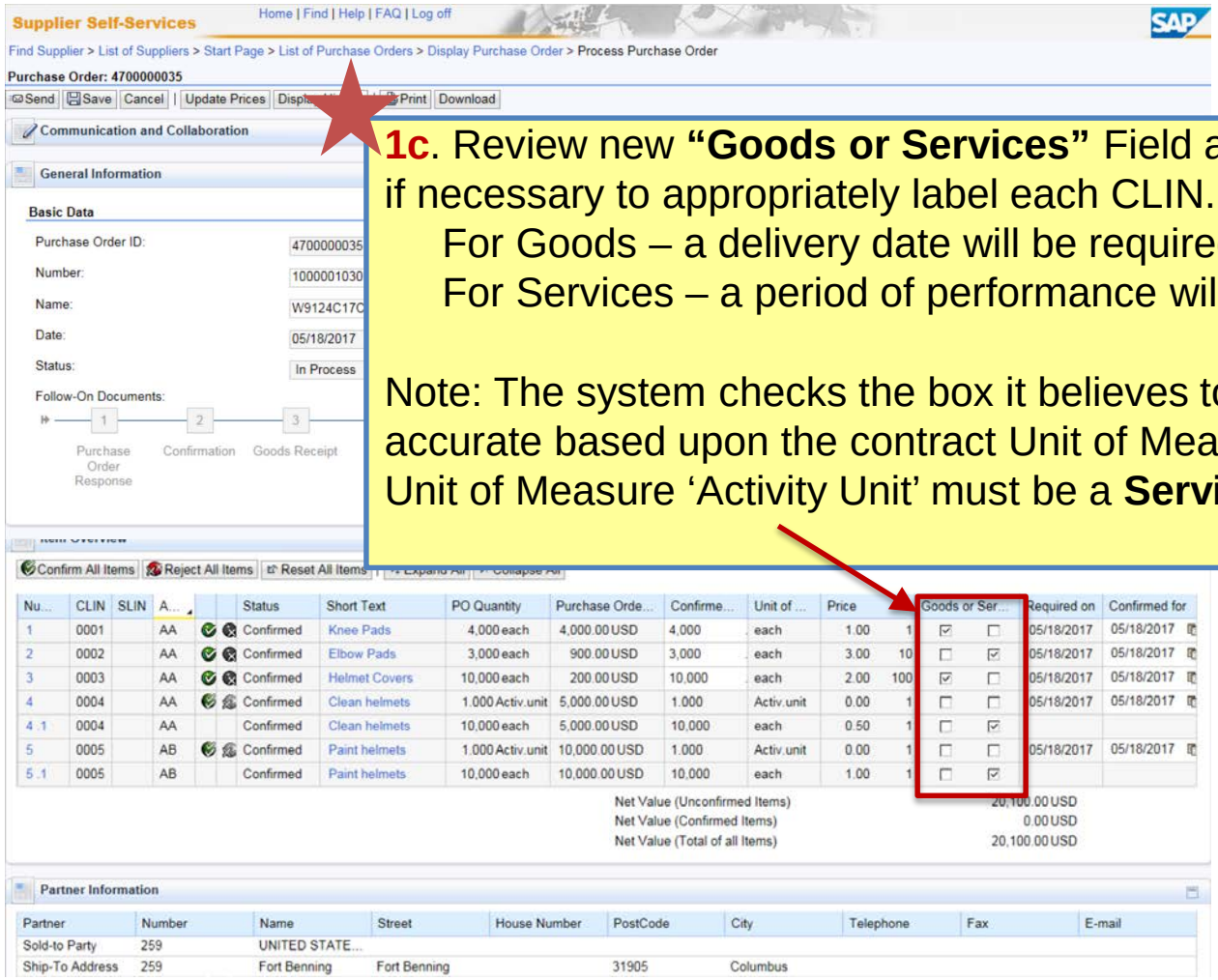
- Review PO CLIN data to make sure amount matches award



1b. If any lines show on PO that were fully invoiced in WAWF, see Slide #39 for further instructions on how to first reject those lines by CLIN.

Note: Price and Price Unit fields are now shown for your review.
If all lines are correct, select "**Confirm all items**" to see GREEN CHECKs.

Step 1c. PO Acknowledgment



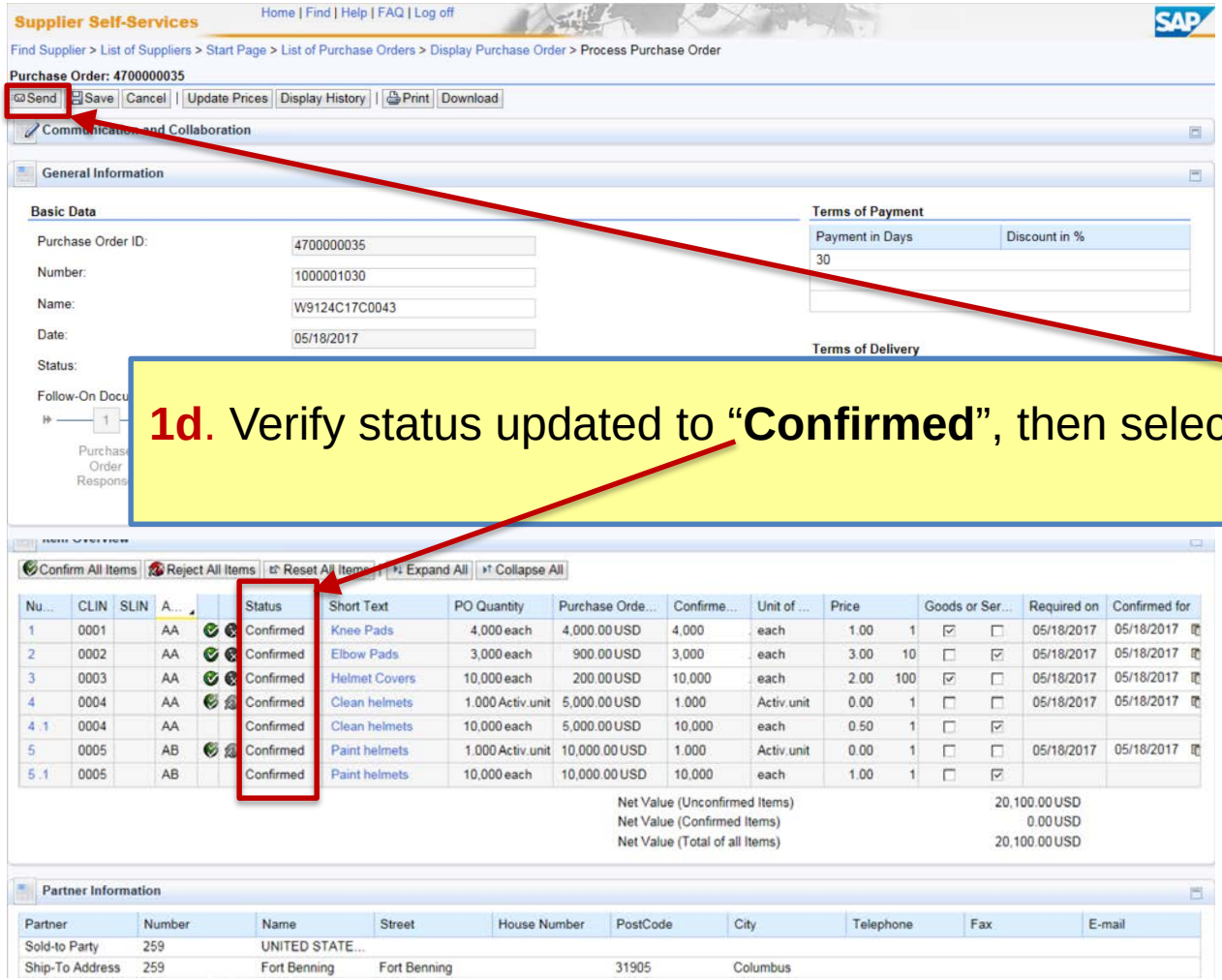
1c. Review new **"Goods or Services"** Field and update the fields if necessary to appropriately label each CLIN.

For Goods – a delivery date will be required

For Services – a period of performance will be required

Note: The system checks the box it believes to be the most accurate based upon the contract Unit of Measure. CLINS with a Unit of Measure 'Activity Unit' must be a **Service.**

Step 1d. PO Acknowledgment

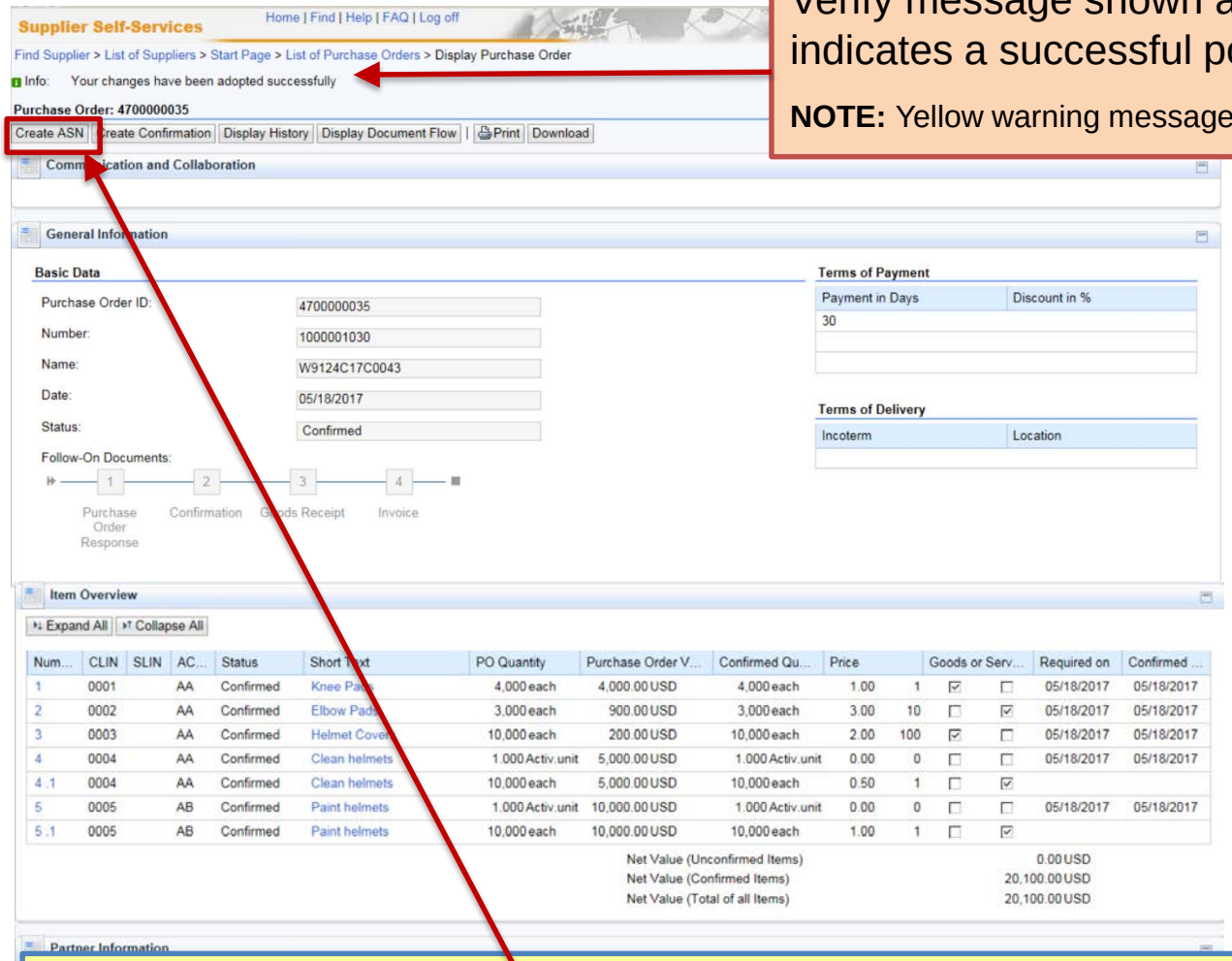


1d. Verify status updated to "**Confirmed**", then select "**Send**" to submit.

Step 2a. Create ASN for Quantity

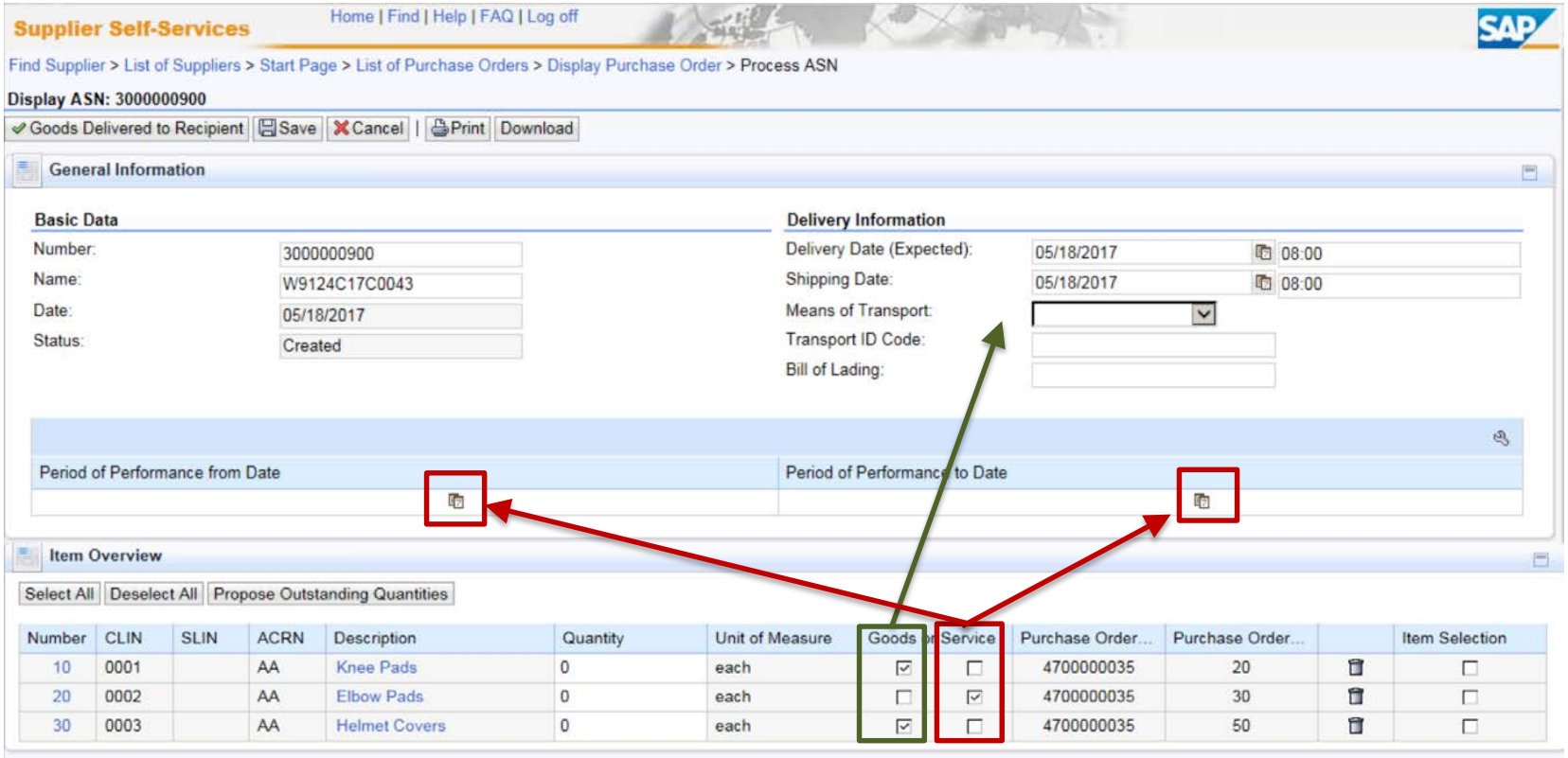
Verify message shown at the top of page indicates a successful posting.

NOTE: Yellow warning messages can be ignored.



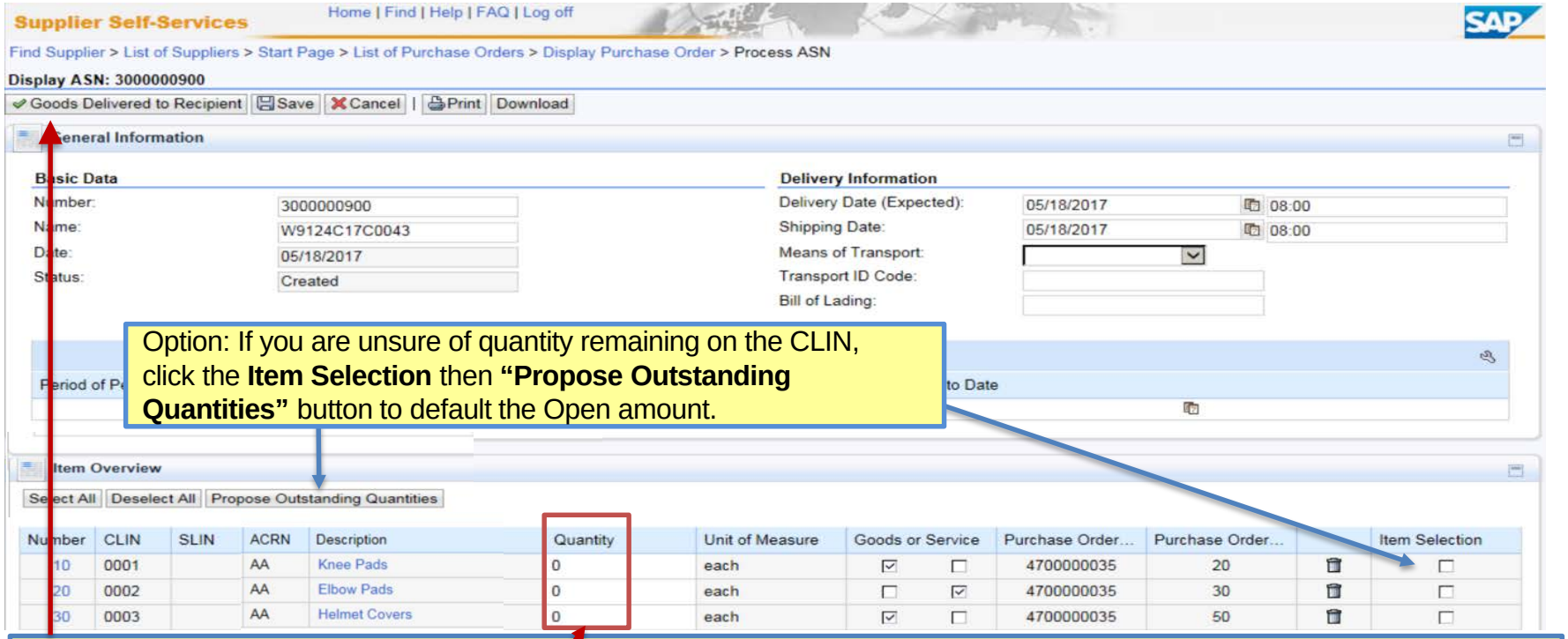
2a. Next step, select "**Create ASN**" (Advanced Shipping Notification).
This action creates document similar to WAWF Receiving Report.

Step 2b. Create ASN for Quantity



2b. Enter the Delivery Information for any Goods CLINS delivered **Delivery Date required**
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



Option: If you are unsure of quantity remaining on the CLIN, click the **Item Selection** then **"Propose Outstanding Quantities"** button to default the Open amount.

2c. Enter Quantity delivered.

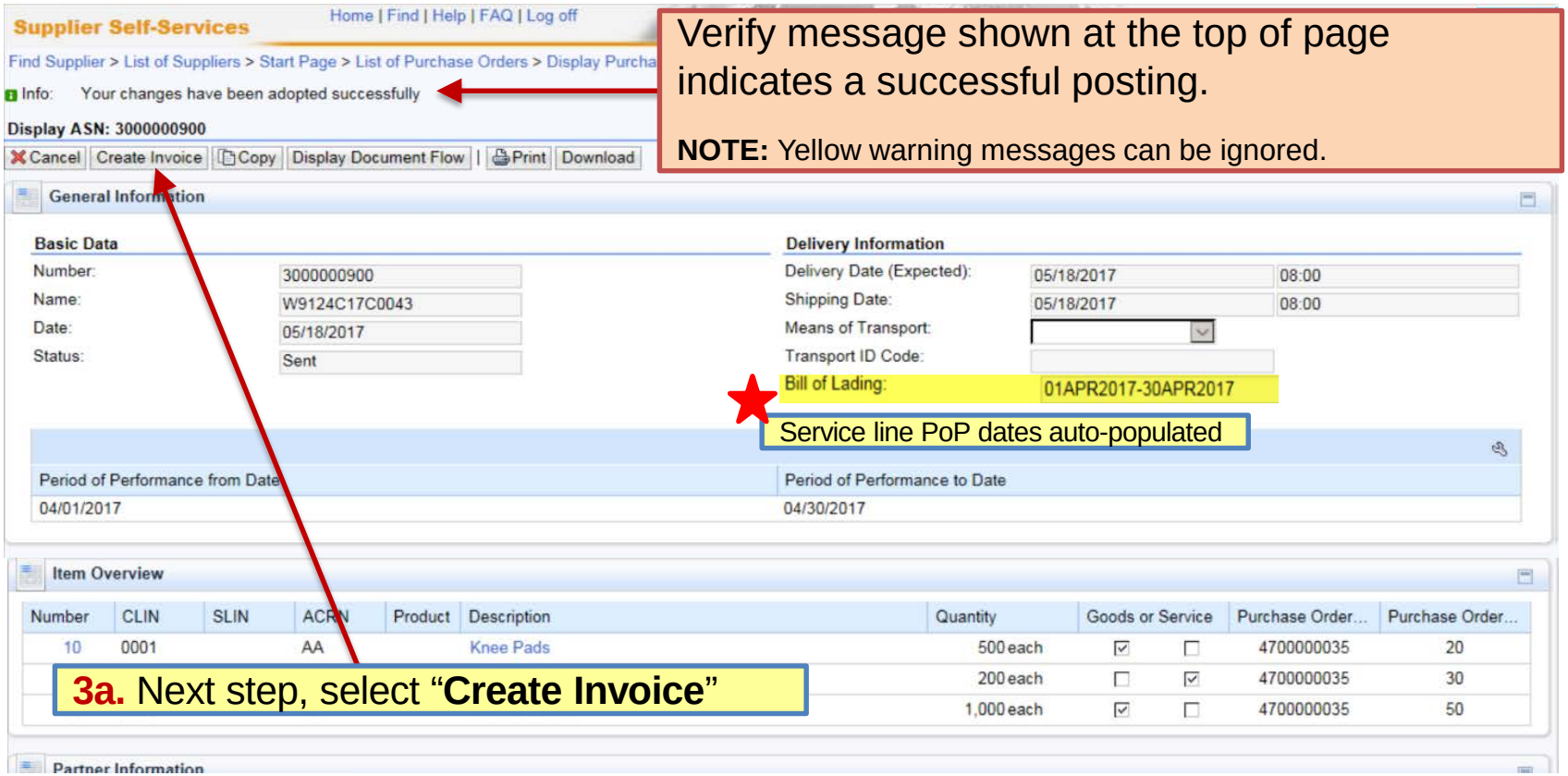
In "**Quantity**" field, enter the **quantity** of goods shipped or service(s) performed if awarded as Months, Hours, etc.

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



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

NOTE: Yellow warning messages can be ignored.

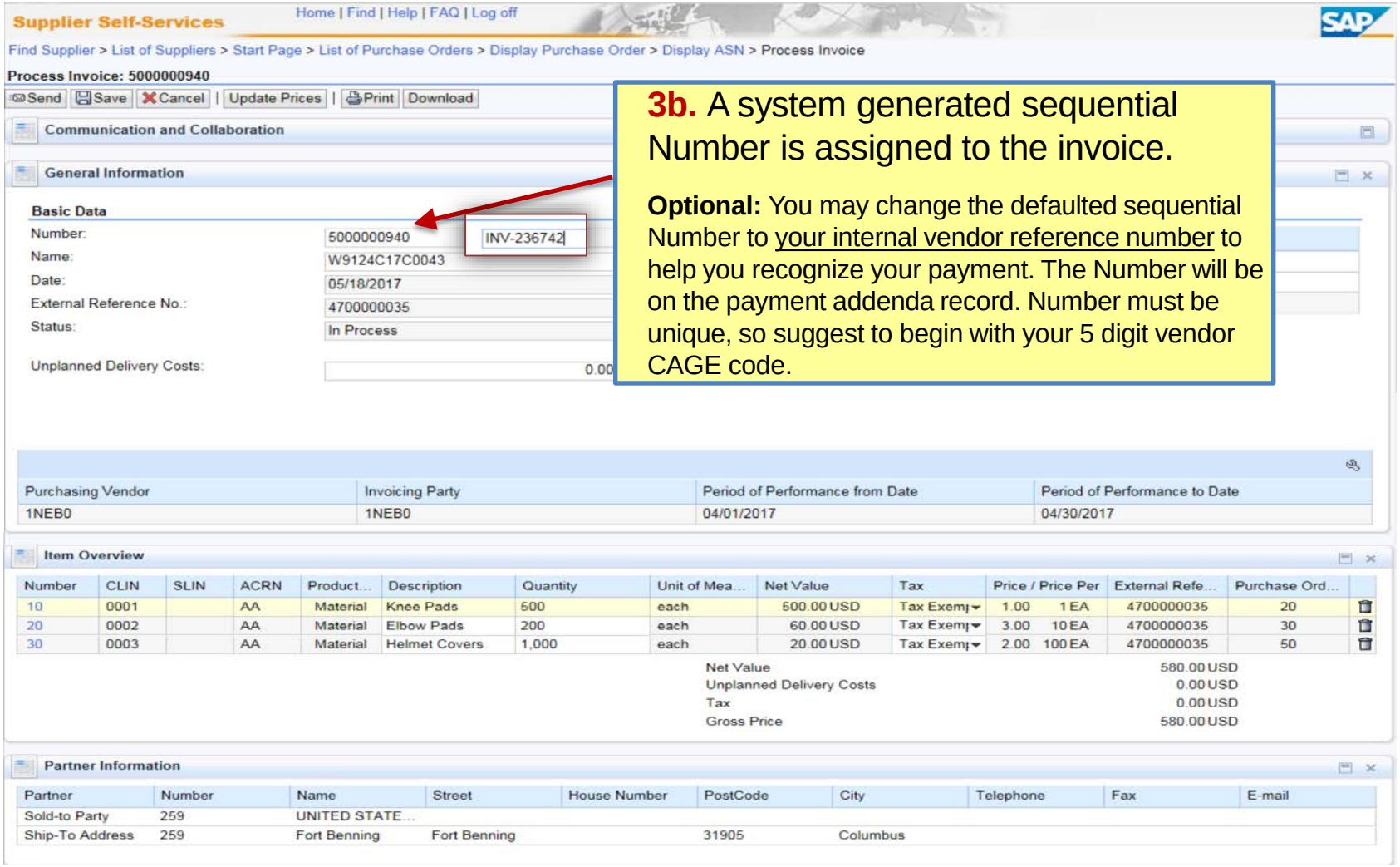
3a. Next step, select "**Create Invoice**"

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.

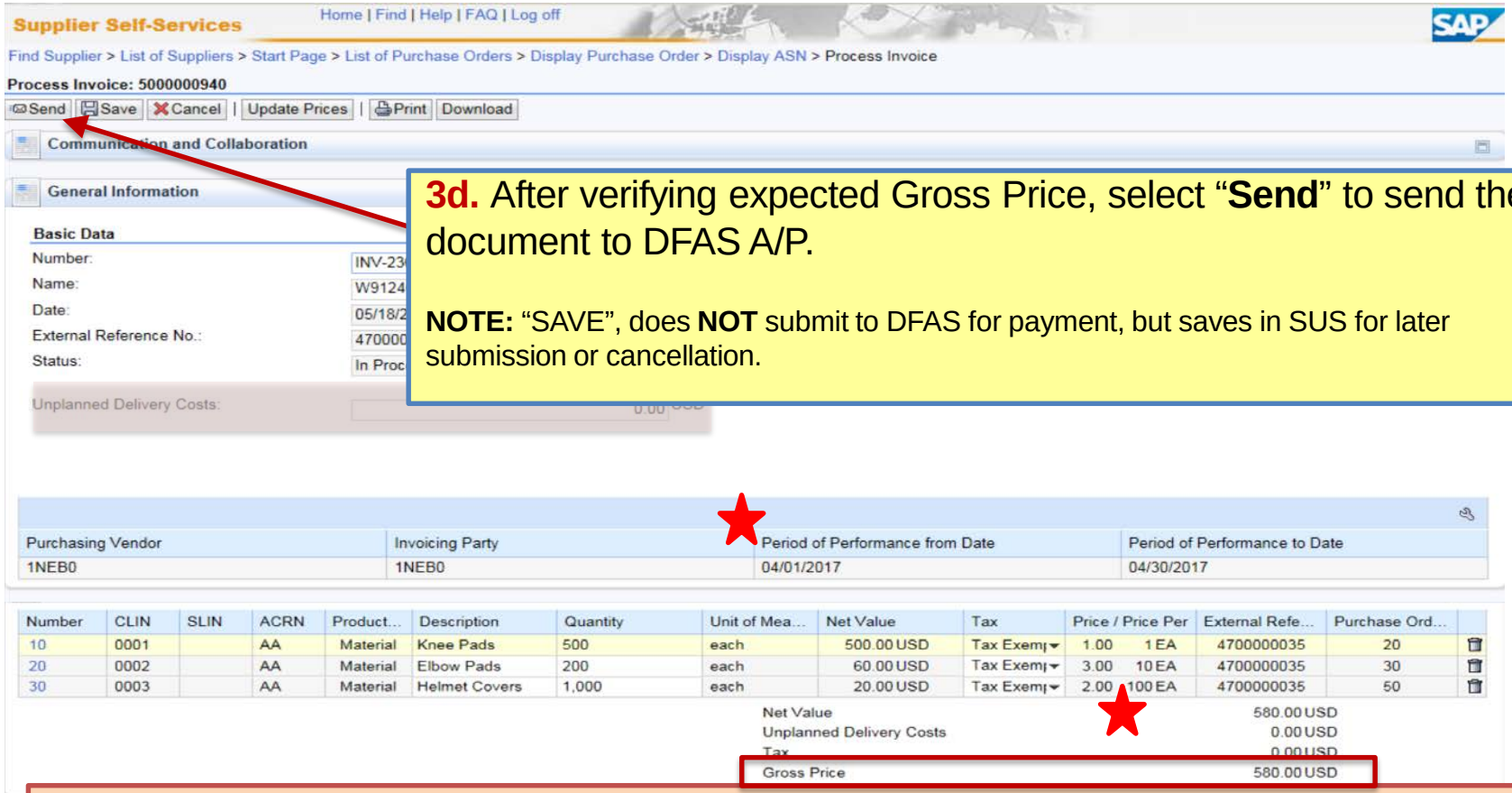
Step 3b/c. Create E-Invoice



3b. A system generated sequential Number is assigned to the invoice.

Optional: You may change the defaulted sequential Number to <u>your internal vendor reference number</u> 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 3d. Create E-Invoice



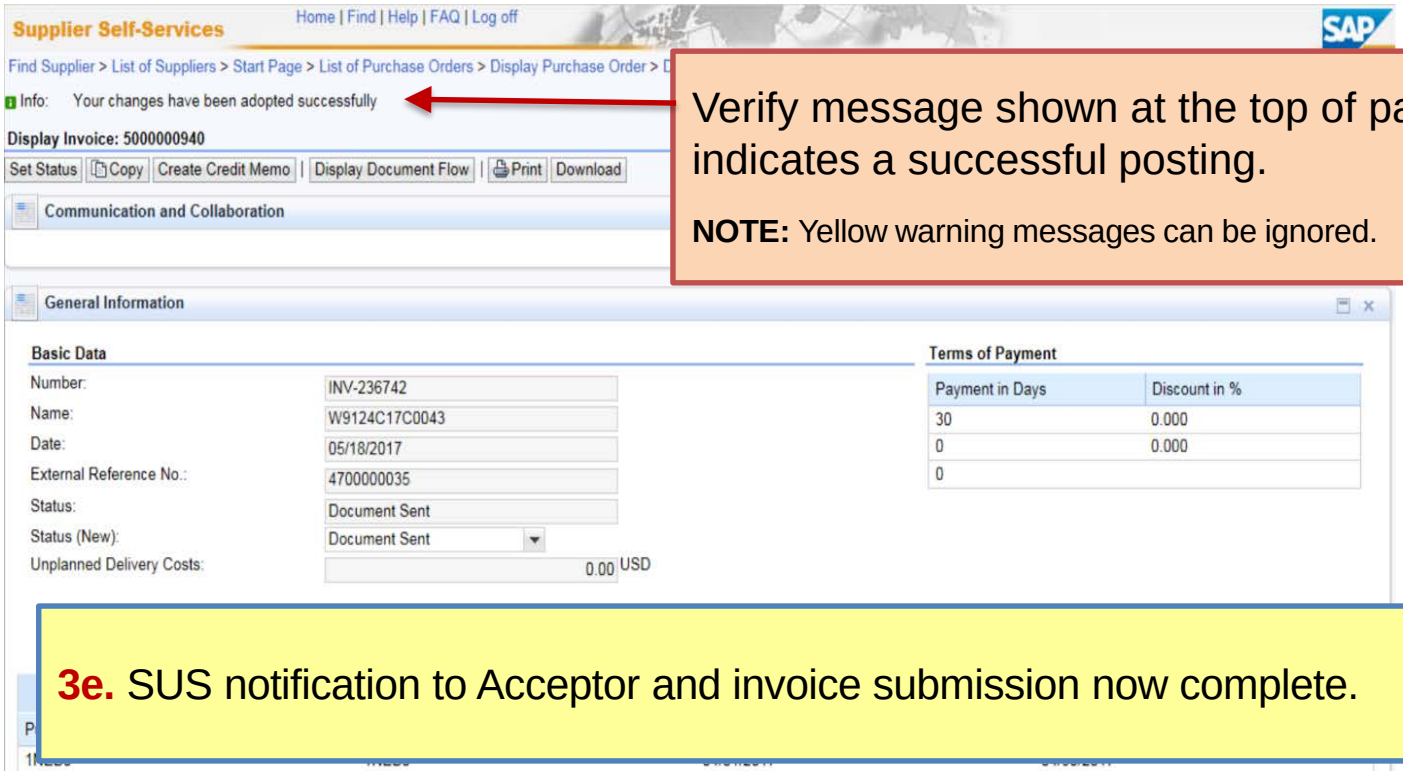
3d. After verifying expected Gross Price, select "**Send**" to send the document to DFAS A/P.

NOTE: "SAVE", does **NOT** submit to DFAS for payment, but saves in SUS for later submission or cancellation.

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 3e. Create E-Invoice



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

NOTE: Yellow warning messages can be ignored.

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

NOTE:
Status = "**Accepted by Customer**" means successfully sent to GFEBS.
Email acceptor with any required attachments.
Nightly background job notifies acceptor to accept submitted ASN.
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 # 36 and 37).

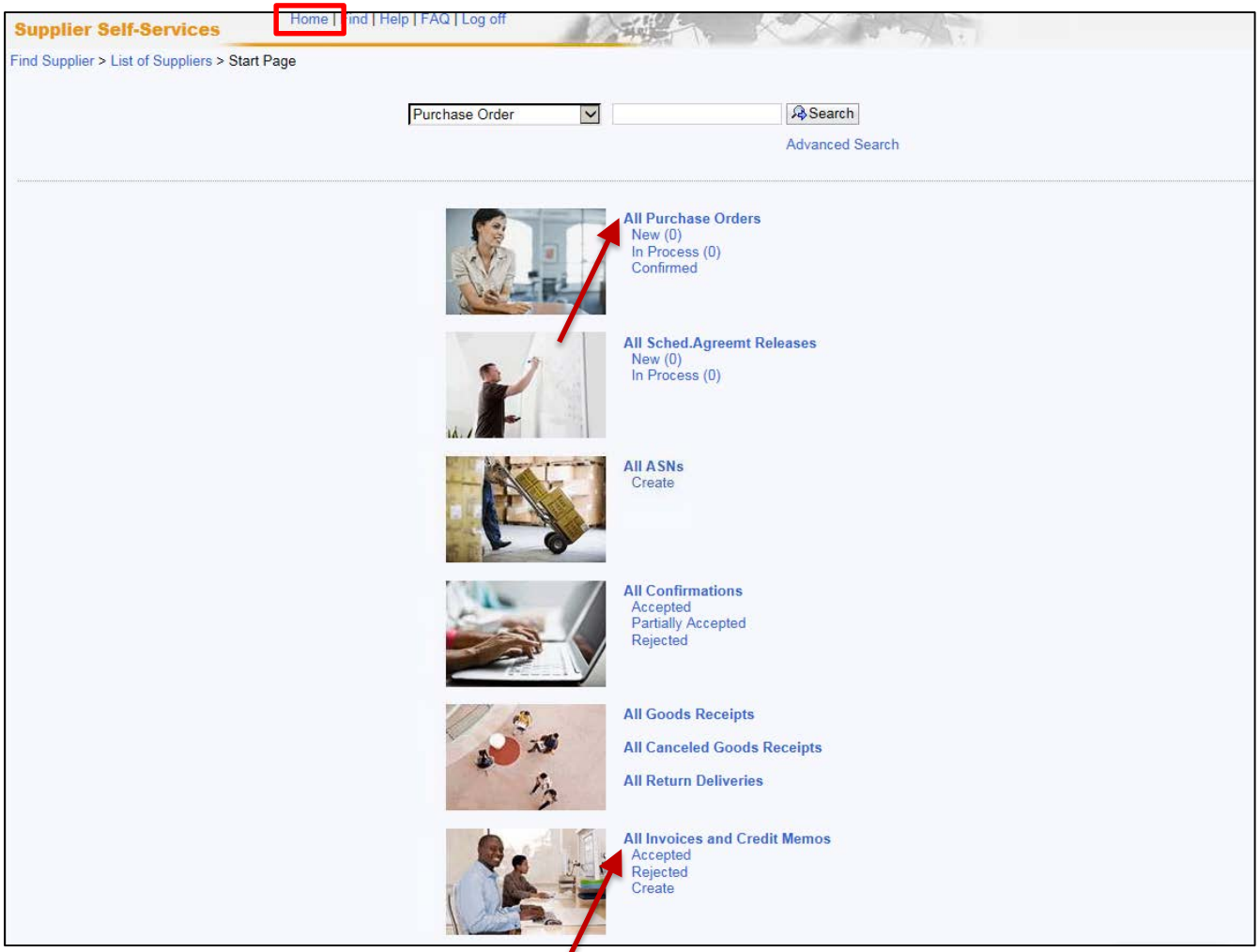
Verify Documents Posted

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

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

Info: Your changes have been adopted successfully

Display Invoice: 5000000931

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

Communication and Collaboration

General Information

Basic Data

Number:	5000000931
Name:	W37HES16D04112016
Date:	08/02/2016
External Reference No.:	4550000437
Status:	Document Sent
Status (New):	Accepted by Customer
Unplanned Delivery Costs:	0.00 USD

Terms of Payment

Payment in Days	Discount in %
30	0.000
0	0.000
0	

Purchasing Vendor	Invoicing Party	Period of Performance from Date	Period of Performance to Date
SUSQ0411	SUSQ0411	04/01/2017	04/30/2017

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

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

Document Flow

Back

Document Type	Number	Document Name	Document Date	Status	Total Value
Purchase Order	1000000971	W37HES16D04112016	04/11/2016	Confirmed	1,516.65 USD
Shipping Notif.	3000000731	W37HES16D04112016	04/11/2016	Sent	0.00
Invoice	5000000791	W37HES16D04112016	04/11/2016	Document Sent	1.11 USD
Confirmation	4000002171	W37HES16D04112016	04/11/2016	Accepted by Customer	3.00 USD
Invoice	5000000792	W37HES16D04112016	04/11/2016	Document Sent	3.00 USD
Goods Receipt	4000002172	W37HES16D04112016	04/11/2016	New	1.11 USD
Shipping Notif.	3000000942	W37HES16D04112016	08/02/2016	Sent	0.00

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

Invoice will show "**Submitted**" with GFEBS document number in the "ECC FI Document" field

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 "Invoice Pymt Status" field will show "**PAID**" with date and EFT payment reference/TRACE number

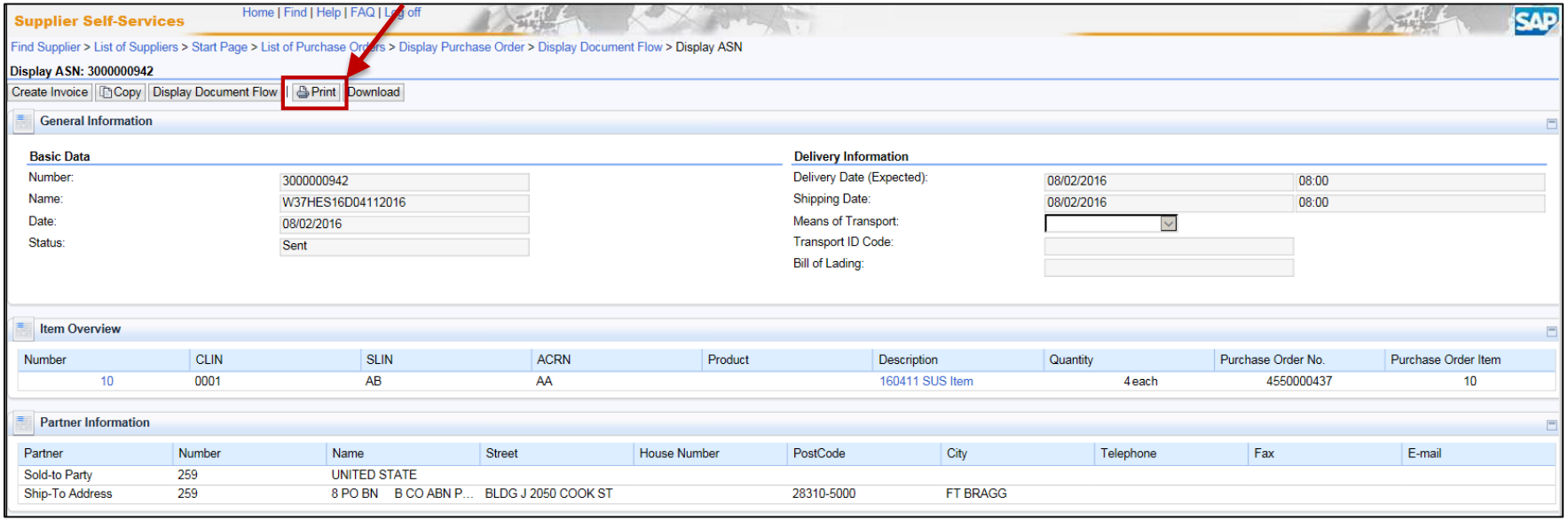
Terms of Payment

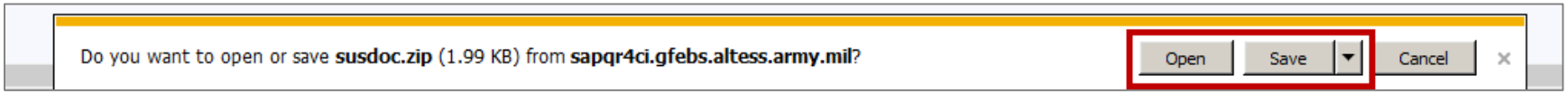
Date	Invoiced Amount	Paid Amount	Status	ECC FI Document	Invoice Pymt Status	Check/EFT Date	Check/EFT #	Replacement Date	Replacement Chk No
03/05/2012	2,485.95 USD	2,485.95 USD	Paid	5105601751	PAID	03/05/2012	08881234		

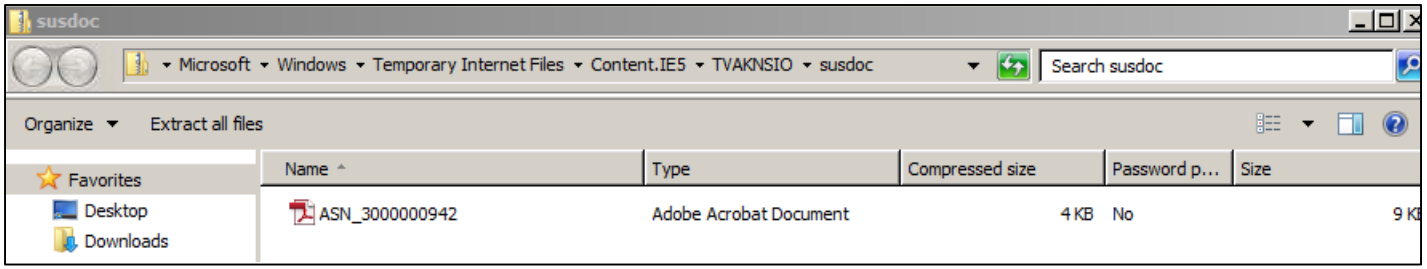
Check Payment Status

Printing or Saving SUS Documents (Optional)

Select "**Print**" to view/save a PDF of your shipping document or invoice







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

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

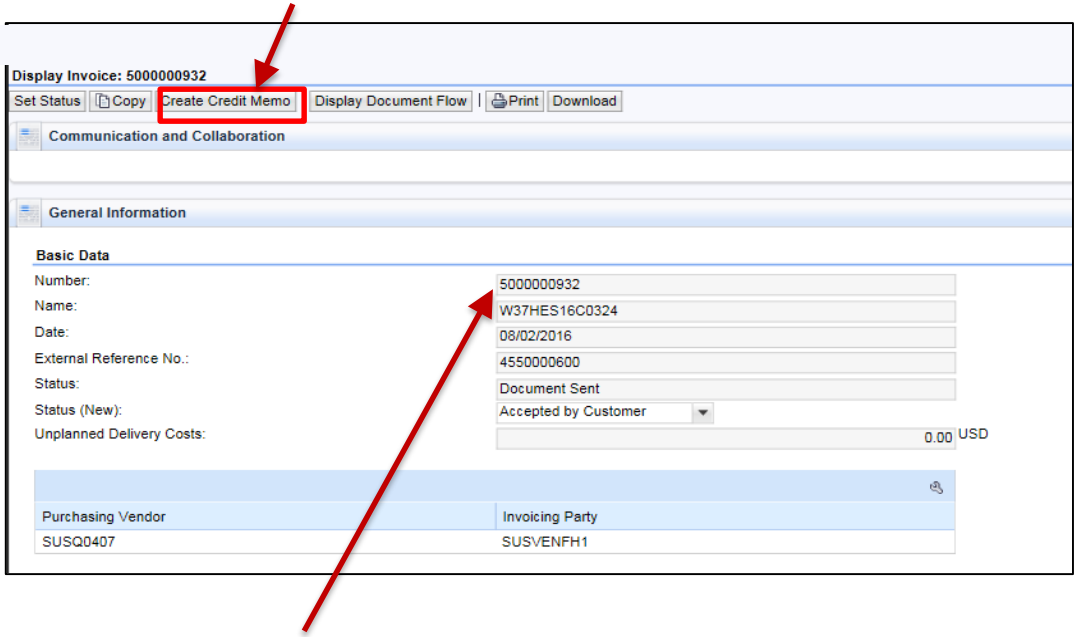
Shipping notification details

Item	Product number / Order number/item	Description / Supplier product no.	Product type	Revision level	Quantity	Unit
10	4550000437/0000000010	160411 SUS Item	Material		4	EA

Example of PDF ASN

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"
e.g., 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:
army.gfebs.helpdesk@mail.mil or 866-757-9771

SUS Pilot Support team:
usarmy.pentagon.hqda-asa-fm.mbx.sus@mail.mil

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			XXXXXXXXX											5000000100		2012-03-06	Processed
2	GFEBSP2P	Receiving Report	XXXX	XXXXXX			XXXXXXXXX		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			XXXXXXXXX		4000000233	2012-03-06		2012-03-06	Accepted

Within approximately 1 hour, should receive E-Mail from WAWF providing Confirmation #

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

Action System: GFEBSP2P

Document Type: Receiving Report

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

Processed Date:

Contract Number: XXXXXXXXXX

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: XXXXXXXXXXX\\XXXXX\CI\\5000000100\GFEBSP2P\Processed

Action System: GFEBSP2P

Document Type: Invoice

Acceptance Date:

Processed Date:

Contract Number: XXXXXXXXXXX

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.

Find Supplier > List of Suppliers > Start Page > List of

Purchase Order: 4550000600

Send | Save | Cancel | Update Prices | Displa

Communication and Collaboration

General Information

Basic Data

Purchase Order ID:	4550000600
Number:	1000001190
Name:	W37HES16C0324
Date:	08/01/2016
Status:	In Process

Follow-On Documents:

1 Purchase Order Response — 2 Shipping Notif. — 3 Goods Receipt — 4 Invoice

Terms of Payment

Payment in Days	Discount in %
30	

Terms of Delivery

Incoterm	Location

Red X to "Reject"

Item Overview

Confirm All Items | Reject All Items | Reset All Items

Number	CLIN	SLIN	ACRN			Status	Product	Short Text	PO Quantity	Purchase Order...	Confirmed Qua...	Unit of Measure	Required on	Confirmed for
10	0001	AA	AB	✓	✗	In Process		Knee Pads	4,000 each	4,000.00 USD	4,000	each	09/19/2016	09/19/2016
20	0002	AB	AB	✓	✗	In Process		Elbow Pads	3,000 each	1,500.00 USD	3,000	each	09/19/2016	09/19/2016
30	0003	AC	AB	✓	✗	In Process		Helmet Covers	1,000 each	2,000.00 USD	1,000	each	09/19/2016	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

Partner Information

Partner	Number	Name	Street	House Number	PostCode	City	Telephone	Fax	E-mail
Sold-to Party	259	UNITED STATE							
Ship-To Address	259	384 TC TM REAR HD	BLDG 1610 PATCH ROAD		23604-5000	FORT EUSTIS			