

Vendor Training Table of Contents

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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



WideArea WorkFlow

e-Business Suite 5.7.3

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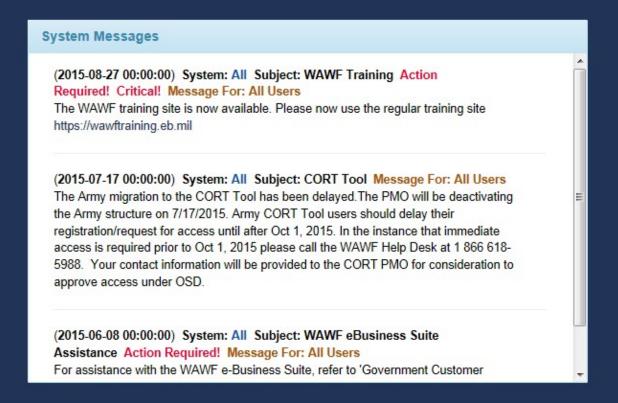
Steps 1-11 are same for normal WAWF login to complete invoice entry

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.



















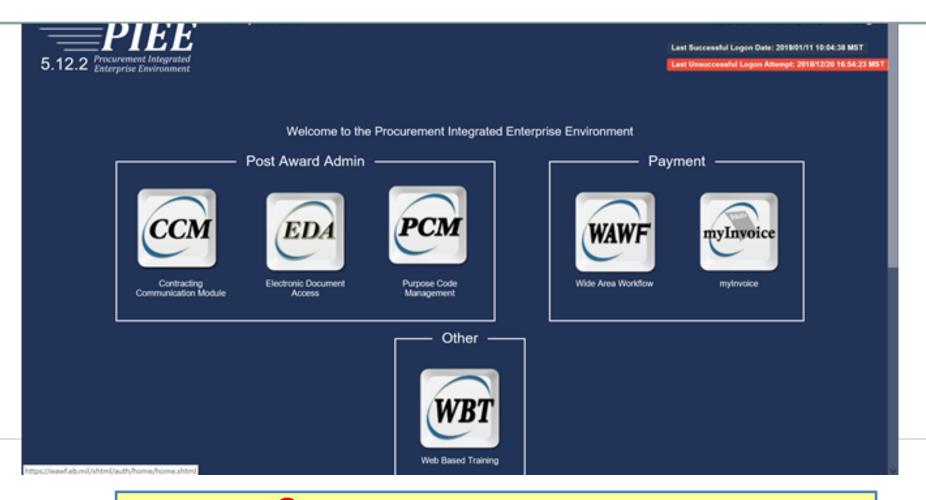




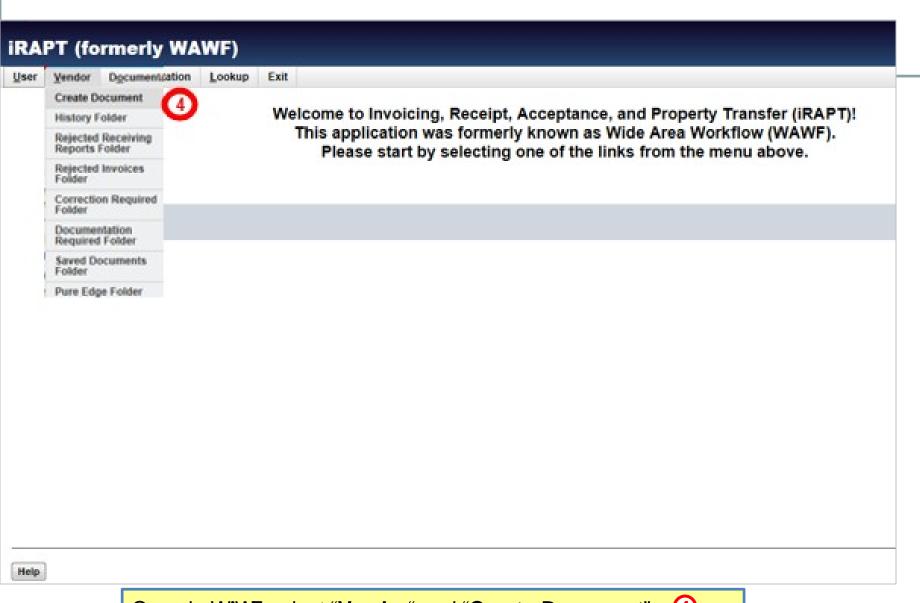


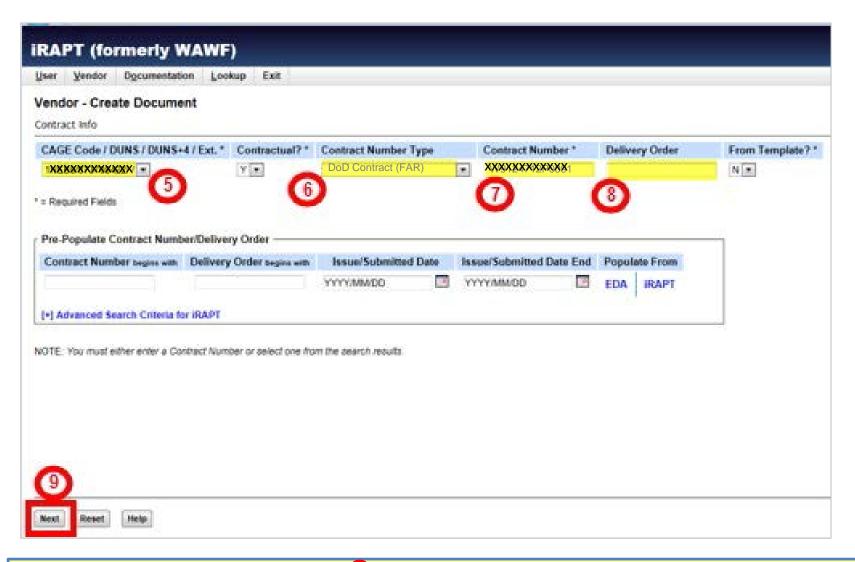
Enter WAWF user ID and password and click "Login" 2

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.

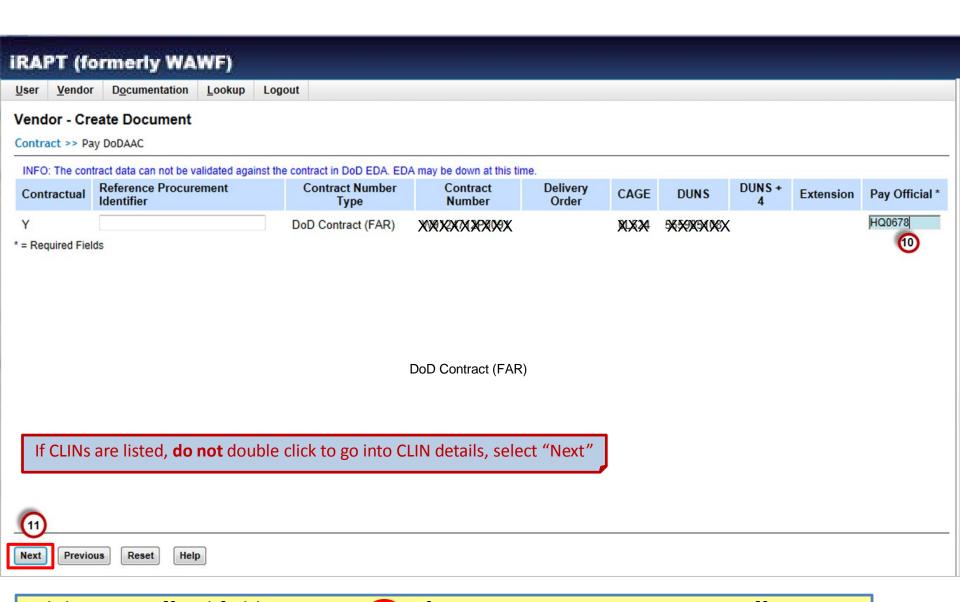


Select "WAWF" 3



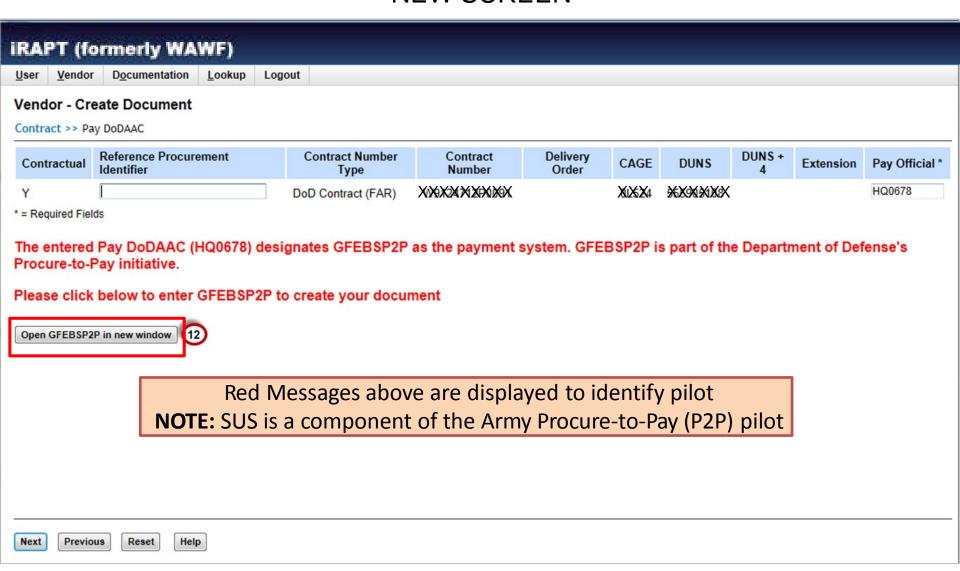


Vendor CAGE / DUNS number 5 defaults from logon, verify matches award Auto-populated after contract # entered 6, enter contract number 7 and delivery order (if applicable for A or D contracts) 8. Select "Next" 9



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



You are being re-directed to SUS Application

Standard Mandatory DoD Notice and Consent Banner

Dated/Effective:May9,2008

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Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Directives Division, 4800 Mark Center Drive, East Tower, Suite 02G09, Alexandria, VA 22350-3100 [0702-0126]. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR RESPONSE TO THE ABOVE ADDRESS.

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.

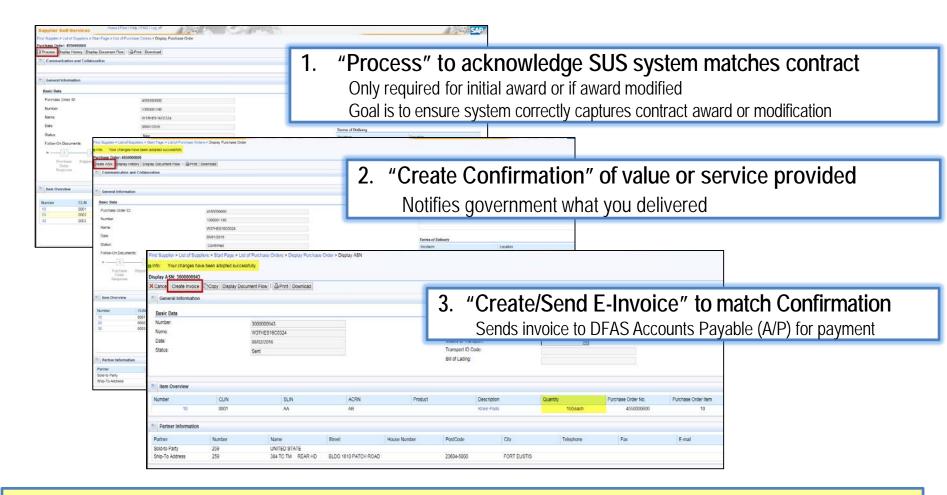




Read notice and select "OK" 13 to be directed to SUS

SUS Screen Shot Instructions

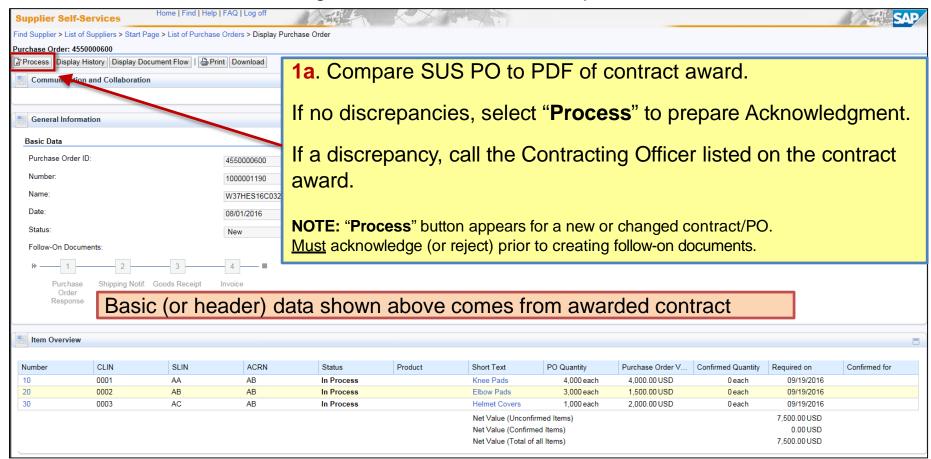
3 Steps to Submit Invoice in SUS for Quantity Based



SUS Pilot prepopulates contract information enabling faster payment to vendor

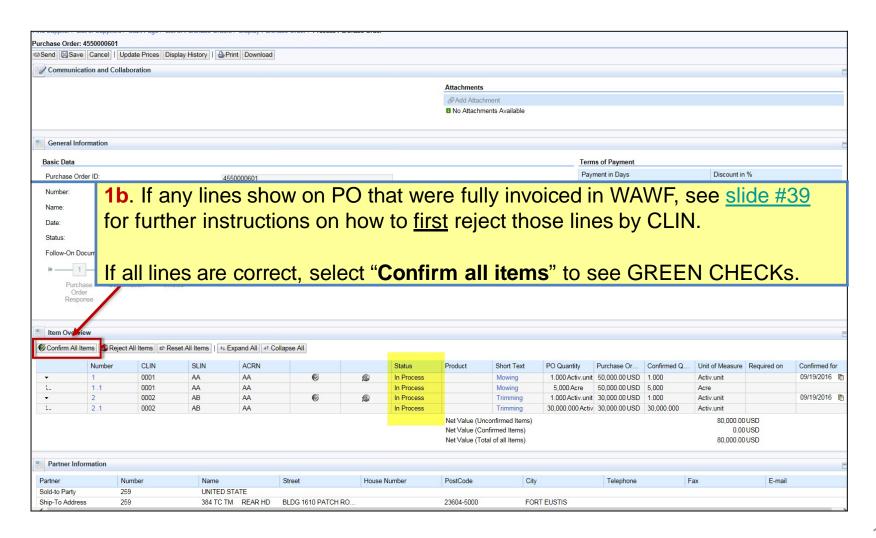
Step 1a. PO Acknowledgment

- 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.

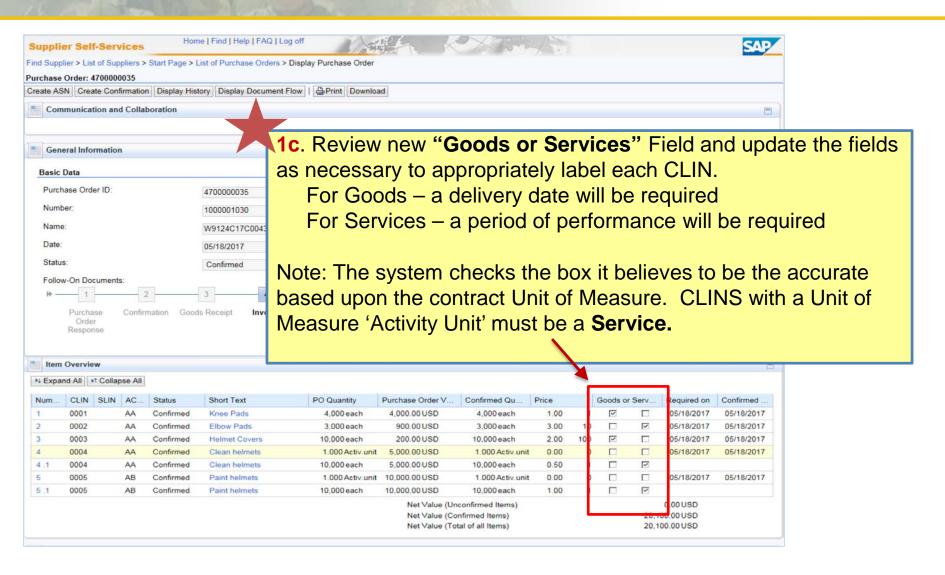


Step 1b. PO Acknowledgment

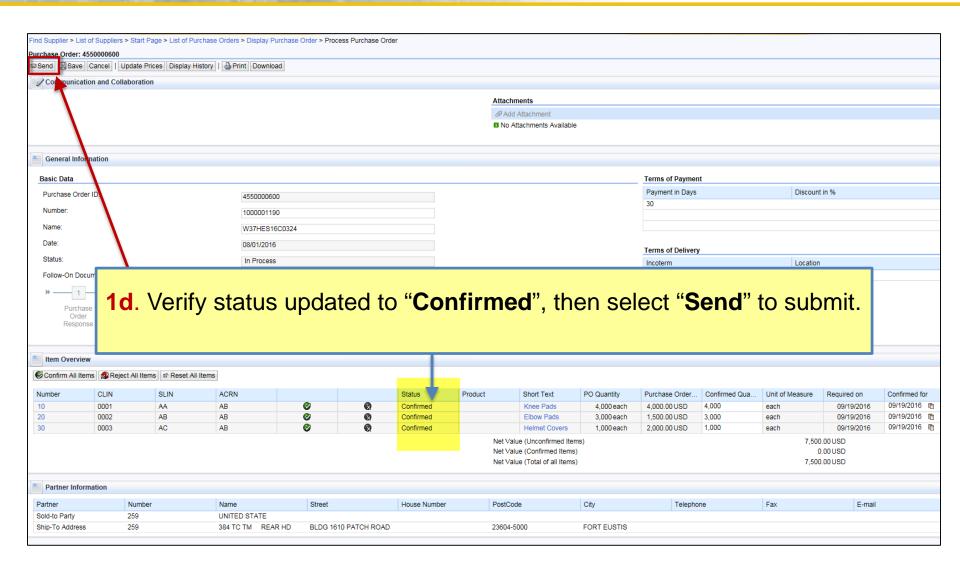
Review PO CLIN data to make sure amount matches award



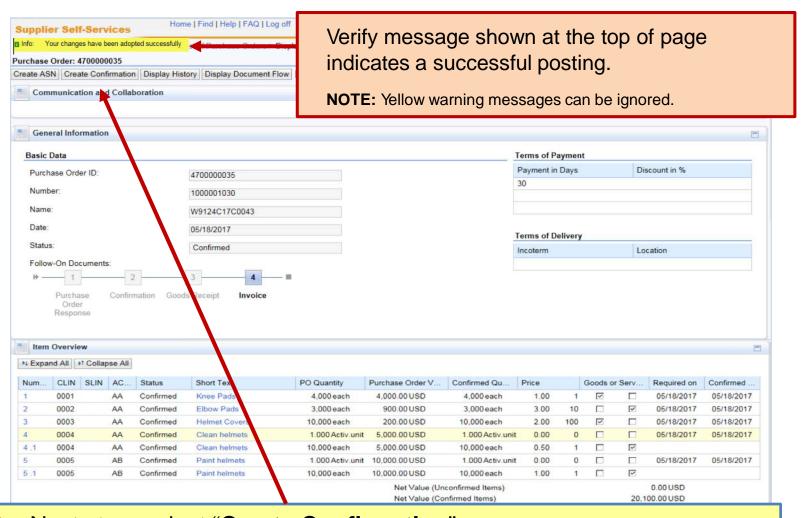
Step 1c. PO Acknowledgment



Step 1d. PO Acknowledgment

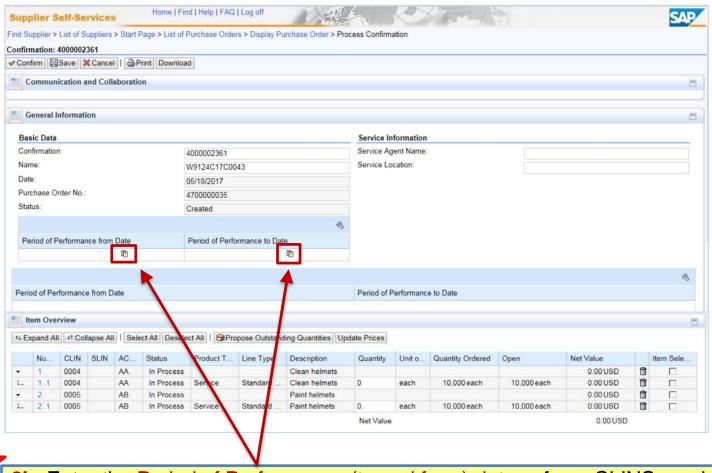


Step 2a. Create Confirmation for Quantity or Amount



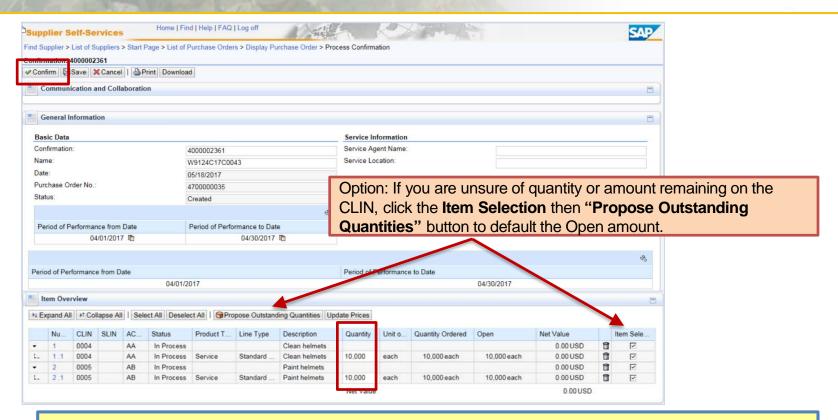
2a. Next step, select "**Create Confirmation**". This action creates a document similar to WAWF Receiving Report.

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

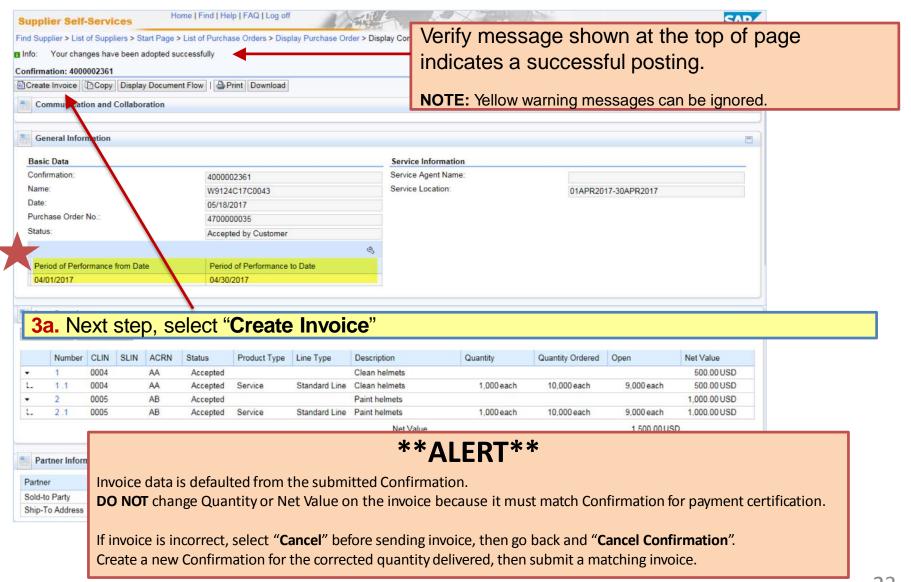
If CLIN unit of measure is "**Activ.unit**" (or Job), enter <u>dollar value</u> of service performed in quantity field. If CLIN unit of measure is "**Months, Hours, etc.**", enter <u>quantity</u> of service performed in quantity field.

2d. Verify entries for all CLINs, and select "Confirm" to send the confirmation to acceptor.

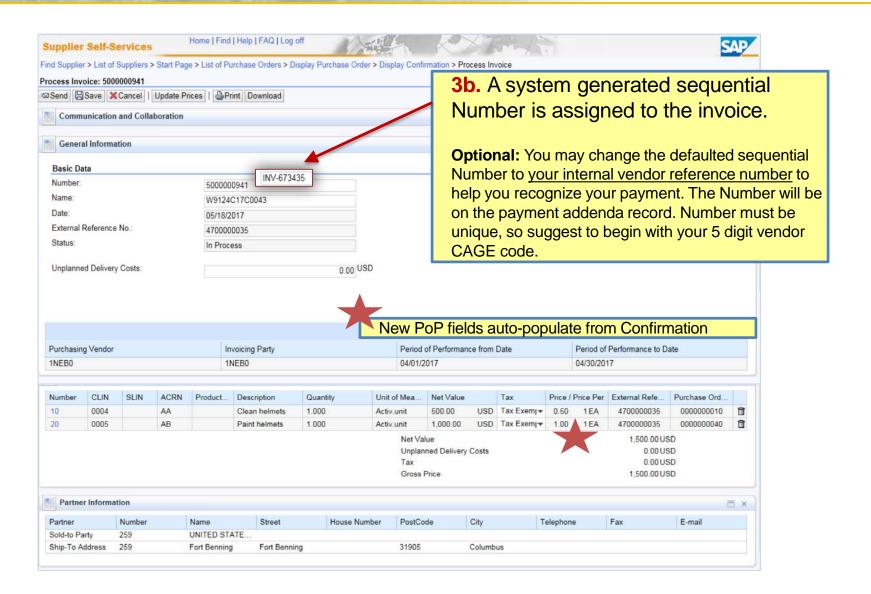
NOTES:

- Do not change the defaulted 40000* Number.
- Common error is to enter "1" for quantity when unit is "Activ.unit". 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.

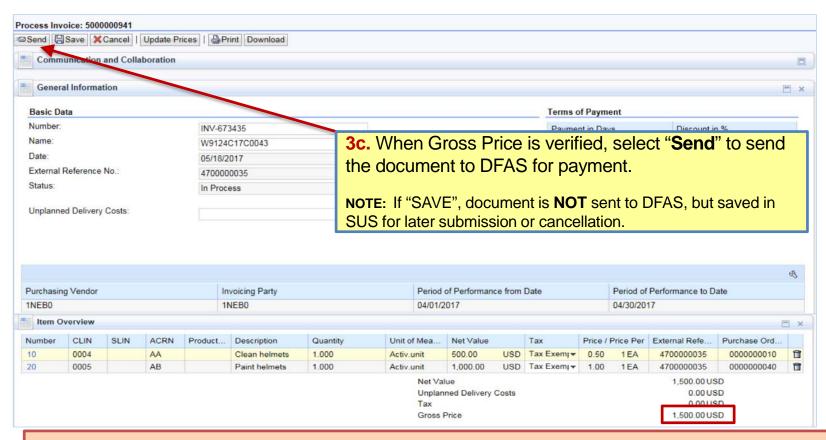
Step 3a. Create E-Invoice



Step 3b. Create E-Invoice



Step 3c. Create E-Invoice



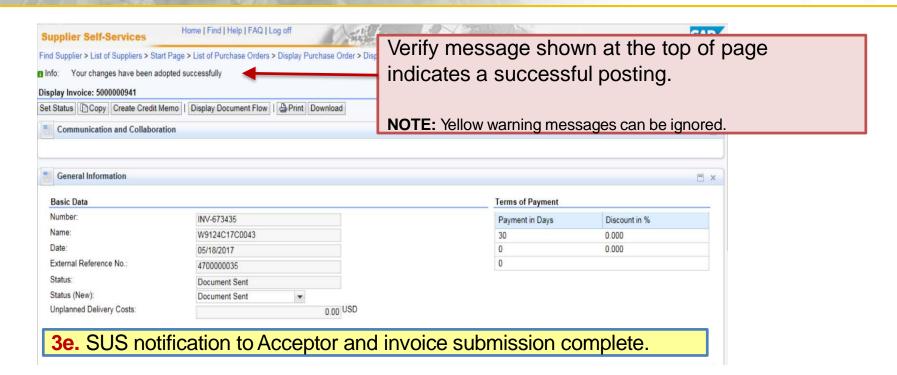
NOTE:

DO NOT change Quantity or Net Value on invoice since it <u>must</u> 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 3e. Create E-Invoice



NOTE:

Clicking the "Check Payment Status" button will return an error until the Service Confirmation is accepted by the COR.

"Accepted by Customer" means successfully sent to GFEBS.

Nightly background job notifies acceptor to accept submitted Service Confirmation.

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 # 29)

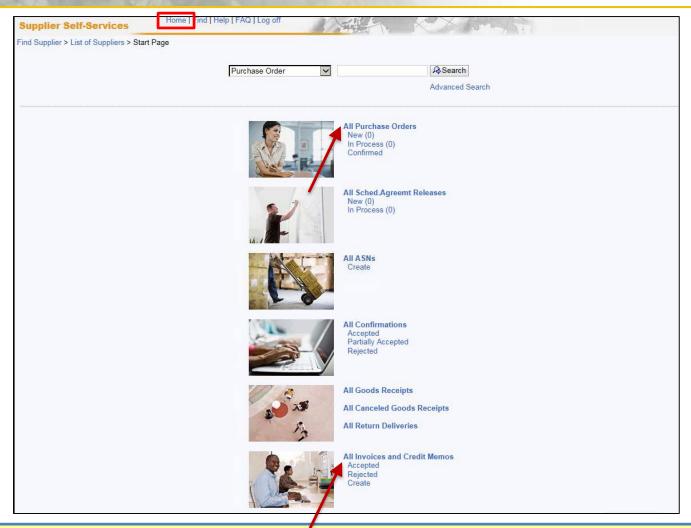
Verify Documents Posted

Check Payment Status

Printing & Saving SUS Documents

Create Credit Memo to Cancel Invoice

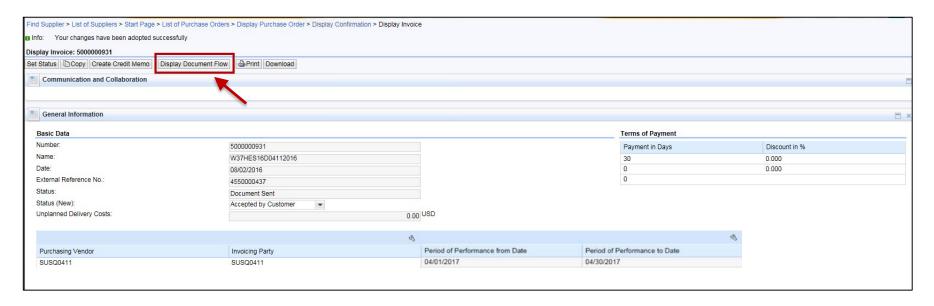
Verify Documents Posted

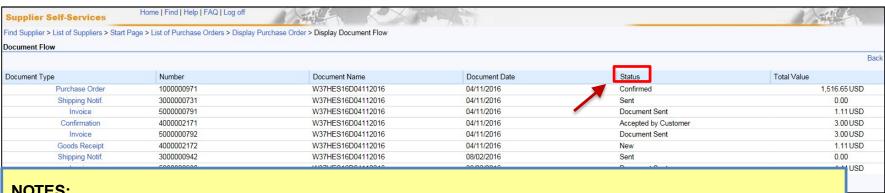


Select "Home"

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





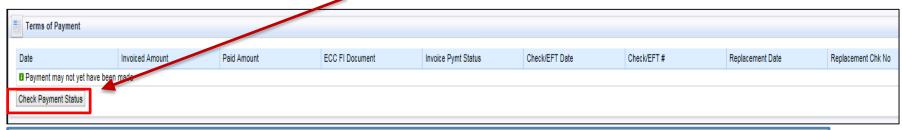
NOTES:

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"

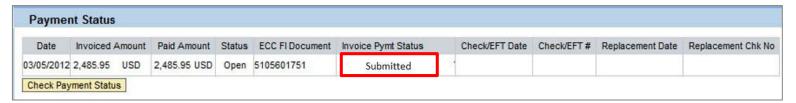
Select Invoice from listing to Display Invoice.
Scroll down and select "Check Payment Status" for real-time status



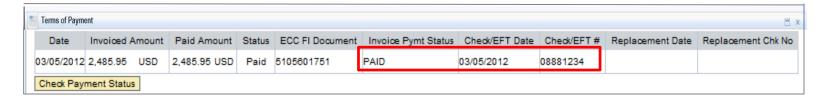
NOTE: you will receive an error as shown below until acceptance has been performed

Related invoice cannot be determined in back-end system

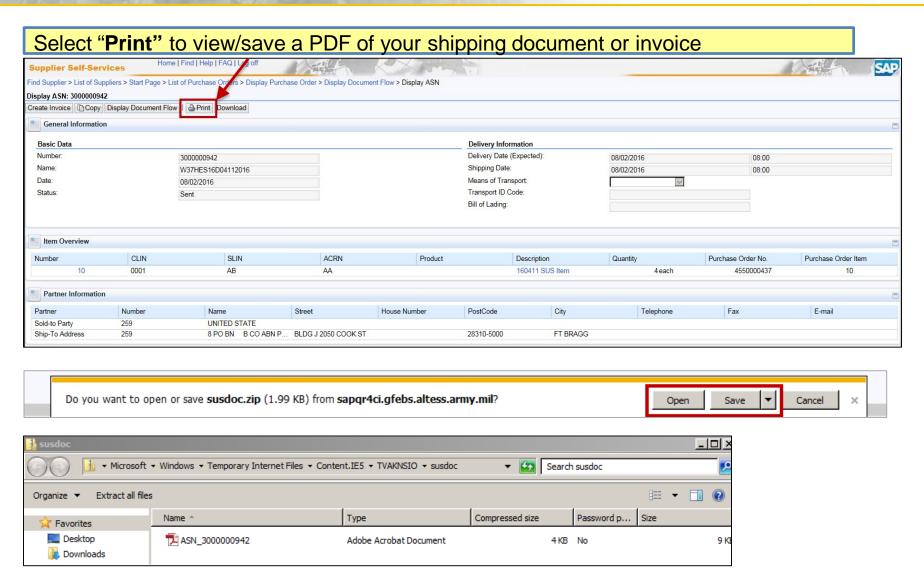
Invoice will show "Submitted" with GFEBS document number after acceptance



After certified for payment and disbursed, SUS Display Invoice Pymt Status is "PAID" with date and EFT payment reference/TRACE number



Printing or Saving SUS Documents (Optional)





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

Telephone: 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

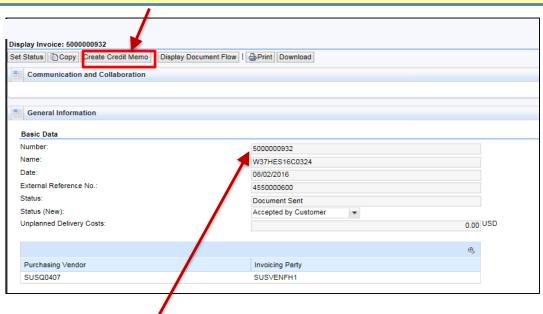
Shipping notification details

Item	Product number D	escription	Product type	Revision level	Quantity	Unit
	Order number/item	Sup	plier product no.	1 2014 220 27 100 240		
10	16	60411 SUS Item	Material		4	EA
	4550000437/0000000					

Example of PDF for 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" 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:

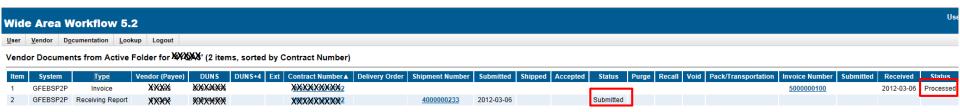
usarmy.pentagon.hqda-asa-fm.mbx.sus@mail.mil

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**"



WAWF Receiving Report status updated "Accepted" when Acceptor posts in GFEBS



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:

Action System: GFEBSP2P

Document Type: Receiving Report

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

Processed Date:

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:

Action System: GFEBSP2P

Document Type: Invoice

Acceptance Date:

Processed Date:

Delivery Order:

Vendor CAGE Ext: 火災災災

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

