



General Fund
Enterprise Business System
(GFEBS)

Supplier Self-Services (SUS)
Vendor Training

Last Updated 04 March 2019



ASA (FM&C)



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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



WideAreaWorkFlow

e-Business Suite 5.7.3

Privacy Statement

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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.



Certificate Login

[Certificate Login](#)

User ID Login

User ID

Password

[Login](#) 2

[Forgot your User ID?](#) [Forgot your Password?](#)

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.

(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



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

Post Award Admin



Contracting
Communication Module



Electronic Document
Access



Purpose Code
Management

Payment



Wide Area Workflow



myInvoice

Other



Web Based Training

<https://wawf.eb.mil/html/auth/home/home.xhtml>

Select "WAWF" ③

iRAPT (formerly WAWF)

User Vendor Documentation Lookup Exit

- Create Document
- 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”

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? *
XXXXXXXXXXXX	Y	DoD Contract (FAR)	XXXXXXXXXXXX1		N

* = 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
		YYYYMMDD	YYYYMMDD	EDA 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

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

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	<input type="text"/>	DoD Contract (FAR)	XXXXXXXXXX		XXXX	XXXXXXXXXX			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

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	<input type="text"/>	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

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

https://prod.us.gfbc-wp.army.mil/waaf/ army.mil

You are being re-directed to SUS Application

Standard Mandatory DoD Notice and Consent Banner

Dated Effective: May 9, 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

Read notice and select “OK” **13** to be directed to SUS



SUS Screen Shot Instructions

3 Steps to Submit Invoice in SUS

Supplier Self-Service

Home | Find | Help | FAQ | Log off

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

Purchase Order: 450000600

Process | Display History | Display Document File | Print | Download

Communication and Collaboration

General Information

Basic Data

Purchase Order ID:	450000600
Number:	100001190
Name:	W3PHES16C0324
Date:	08/01/2016
Status:	New

Follow-On Documents

Item Overview

Number	CLIN
10	0001
20	0002
30	0003

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

Supplier Self-Service

Home | Find | Help | FAQ | Log off

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

Display & Print: 300000040

Create Invoice | Display Document File | Print | Download

General Information

Basic Data

Invoice Number:	300000040
Name:	W3PHES16C0324
Date:	08/01/2016
Status:	Open

Item Overview

Number	CLIN	BLN	ACBN	Probol	Description	Quantity	Purchase Order No.	Purchase Order Item
10	0001	AA	AB		Wire Trans	155 each	450000600	10

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 70 7th	REAR HD	8120 1810 PATCH ROAD	23804-0003	FORT SLEETS			

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.

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

Number	CLIN	SUN	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.

Number	CLIN	SLIN	ACRN	Status	Product	Short Text	PO Quantity	Purchase Or...	Confirmed Q...	Unit of Measure	Required on	Confirmed for
1	0001	AA	AA	In Process	Mowing		1,000 Activ unit	50,000.00 USD	1,000	Activ unit		09/19/2016
L 1.1	0001	AA	AA	In Process	Mowing		5,000 Acre	50,000.00 USD	5,000	Acre		
2	0002	AB	AA	In Process	Trimming		1,000 Activ unit	30,000.00 USD	1,000	Activ unit		09/19/2016
L 2.1	0002	AB	AA	In Process	Trimming		30,000.000 Activ	30,000.00 USD	30,000.000	Activ unit		
Net Value (Unconfirmed Items)										80,000.00 USD		
Net Value (Confirmed Items)										0.00 USD		
Net Value (Total of all Items)										80,000.00 USD		

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

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 Pads	4,000 each	4,000.00 USD	4,000 each	1.00	<input checked="" type="checkbox"/> <input type="checkbox"/>	05/18/2017	05/18/2017
2	0002		AA	Confirmed	Elbow Pads	3,000 each	900.00 USD	3,000 each	3.00	<input type="checkbox"/> <input checked="" type="checkbox"/>	05/18/2017	05/18/2017
3	0003		AA	Confirmed	Helmet Covers	10,000 each	200.00 USD	10,000 each	2.00	<input checked="" type="checkbox"/> <input type="checkbox"/>	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	<input type="checkbox"/> <input checked="" type="checkbox"/>	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	<input type="checkbox"/> <input checked="" type="checkbox"/>		
5	0005		AB	Confirmed	Paint helmets	1,000 Activ unit	10,000.00 USD	1,000 Activ unit	0.00	<input type="checkbox"/> <input type="checkbox"/>	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	<input type="checkbox"/> <input checked="" type="checkbox"/>		
											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

Step 1d. PO Acknowledgment

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

Purchase Order: 4550000600

Communication and Collaboration

Attachments

No Attachments Available

General Information

Basic Data

Purchase Order ID: 4550000600

Number: 1000001190

Name: W37HES16C0324

Date: 09/05/2016

Status: In Process

Terms of Payment

Payment in Days: 30

Discount in %:

Terms of Delivery

Incoterm: Location:

Follow-On Documents

1 Purchase Order Response

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

Item Overview

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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Confirmed	Knee Pads		4,000 each	4,000.00 USD	4,000	each	09/19/2016	09/19/2016	
20	0002	AB	AB	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Confirmed	Elbow Pads		3,000 each	1,500.00 USD	3,000	each	09/19/2016	09/19/2016	
30	0003	AC	AB	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Confirmed	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							
Shp-To Address	259	384 TC TM REAR HD	BLDG 1610 PATCH ROAD		29604-5000	FORT EUSTIS			



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

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

Info: Your changes have been adopted successfully

Purchase Order: 4700000035

Create ASN | Create Confirmation | Display History | Display Document Flow

Communication and Collaboration

General Information

Basic Data

Purchase Order ID: 4700000035

Number: 100001030

Name: W9124C17C0043

Date: 05/18/2017

Status: Confirmed

Follow-On Documents:

1 Purchase Order Response 2 Confirmation 3 Goods Receipt 4 Invoice

Terms of Payment

Payment in Days: 30

Discount in %:

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 Pads	4,000 each	4,000.00 USD	4,000 each	1.00	1	<input type="checkbox"/>	05/18/2017	05/18/2017
2	0002	AA	Confirmed	Elbow Pads	3,000 each	900.00 USD	3,000 each	3.00	10	<input type="checkbox"/>	05/18/2017	05/18/2017
3	0003	AA	Confirmed	Helmet Cover	10,000 each	200.00 USD	10,000 each	2.00	100	<input type="checkbox"/>	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	<input type="checkbox"/>	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	<input type="checkbox"/>		
5	0005	AB	Confirmed	Paint helmets	1,000 Activ unit	10,000.00 USD	1,000 Activ unit	0.00	0	<input type="checkbox"/>	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	<input type="checkbox"/>		

Net Value (Unconfirmed Items) 0.00 USD

Net Value (Confirmed Items) 20,100.00 USD

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

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

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

Confirmation: 4000002361

Confirm Save Cancel Print Download

Communication and Collaboration

General Information

Basic Data

Confirmation: 4000002361
Name: W9124C17C0043
Date: 05/18/2017
Purchase Order No.: 4700000035
Status: Created

Service Information

Service Agent Name:
Service Location:

Period of Performance from Date:

Period of Performance from Date:

Item Overview

Expand All Collapse All Select All Deselect All Propose Outstanding Quantities Update Prices

No.	CLIN	SLIN	AC	Status	Product T...	Line Type	Description	Quantity	Unit o...	Quantity Ordered	Open	Net Value	Item Sele...
1	0004		AA	In Process			Clean helmets					0.00 USD	<input type="checkbox"/>
1.1	0004		AA	In Process	Service	Standard	Clean helmets	0	each	10,000 each	10,000 each	0.00 USD	<input type="checkbox"/>
2	0005		AB	In Process			Paint helmets					0.00 USD	<input type="checkbox"/>
2.1	0005		AB	In Process	Service	Standard	Paint helmets	0	each	10,000 each	10,000 each	0.00 USD	<input type="checkbox"/>
Net Value												0.00 USD	



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

Step 2c/d. Confirmation for Quantity or Amount

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

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

40000* Confirm Print Download

Communication and Collaboration

General Information

Basic Data
Confirmation: 4000002351
Name: W9124C17C0043
Date: 05/18/2017
Purchase Order No.: 4700000035
Status: Created

Service Information
Service Agent Name:
Service Location:

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

Item Overview

No.	CLIN	SLIN	AC	Status	Product T...	Line Type	Description	Quantity	Unit o...	Quantity Ordered	Open	Net Value	Item Sele
1	0004		AA	In Process			Clean helmets					0.00 USD	
1.1	0004		AA	In Process	Service	Standard	Clean helmets	10,000	each	10,000 each	10,000 each	0.00 USD	
2	0005		AB	In Process			Paint helmets					0.00 USD	
2.1	0005		AB	In Process	Service	Standard	Paint helmets	10,000	each	10,000 each	10,000 each	0.00 USD	

0.00 USD

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

The screenshot shows the SAP Supplier Self-Services interface. At the top, there is a navigation breadcrumb: "Find Supplier > List of Suppliers > Start Page > List of Purchase Orders > Display Purchase Order > Display Cor...". Below this, a green information message states: "Info: Your changes have been adopted successfully". A red arrow points from this message to a text box on the right. Below the message is a confirmation number: "Confirmation: 4000002361". A toolbar contains buttons for "Create Invoice", "Copy", "Display Document Flow", "Print", and "Download". A red arrow points from the "Create Invoice" button to a yellow text box below. The main area is divided into sections: "Communication and Collaboration", "General Information", "Basic Data", "Service Information", and "Partner Information". The "Basic Data" section contains fields for Confirmation (4000002361), Name (W9124C17C0043), Date (05/18/2017), Purchase Order No. (4700000035), and Status (Accepted by Customer). The "Service Information" section contains Service Agent Name and Service Location (01APR2017-30APR2017). Below these sections is a table with columns: Number, CLIN, SLIN, ACRN, Status, Product Type, Line Type, Description, Quantity, Quantity Ordered, Open, and Net Value. The table has two main rows for line items 1 and 2, each with a sub-row for details. Line 1 is for "Clean helmets" and line 2 is for "Paint helmets".

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 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

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

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

Process Invoice: 5000000941

Send Save Cancel Update Prices Print Download

Communication and Collaboration

General Information

Basic Data

Number: 5000000941 INV-673435

Name: W9124C17C0043

Date: 05/18/2017

External Reference No.: 4700000035

Status: In Process

Unplanned Delivery Costs: 0.00 USD

Purchasing Vendor: 1NEB0 Invoicing Party: 1NEB0 Period of Performance from Date: 04/01/2017 Period of Performance to Date: 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 Exempt	0.50 1 EA	4700000035	0000000010
20	0005		AB		Paint helmets	1,000	Activ unit	1,000.00 USD	Tax Exempt	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

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			

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: 500000941

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 %:

Purchasing Vendor: 1NEB0 Invoicing Party: 1NEB0

Period of Performance from Date: 04/01/2017

Period of Performance to Date: 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 Exemj	0.50 1 EA	4700000035	0000000010
20	0005		AB		Paint helmets	1.000	Activ.unit	1,000.00 USD	Tax Exemj	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

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.

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 > Display Invoice

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.:	4700000035
Status:	Document Sent
Status (New):	Document Sent
Unplanned Delivery Costs:	0.00 USD

Terms of Payment

Payment Days	30
Discount	0.000
Discount Days	0
Discount Rate	0.000

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 [slide # 20](#) 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.

The screenshot displays the SAP Supplier Self-Service interface for a purchase order. At the top, a navigation breadcrumb reads: Find Supplier > List of Suppliers > Start Page > List of Purchase Orders > Display Purchase Order. Below this, an information bar states: Info: Your changes have been adopted successfully. The purchase order number is 470000035. A menu bar includes options: Create ASN, Create Confirmation, Display History, Display Document Flow, Print, and Download. The 'Create ASN' option is highlighted with a red box and a red arrow pointing to it. The interface is divided into sections: Communication and Collaboration, General Information, and Item Overview. The General Information section contains fields for Basic Data (Purchase Order ID, Number, Name, Date, Status) and Terms of Payment (Payment in Days, Discount in %). The Item Overview section features a table with columns: Num., CLIN, SLIN, AC, Status, Short Text, PO Quantity, Purchase Order V., Confirmed Qu., Price, Goods or Serv., Required on, and Confirmed. The table lists five items, all with a status of 'Confirmed'. Summary rows at the bottom show Net Value for Unconfirmed, Confirmed, and Total items.

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 Pads	4,000 each	4,000.00 USD	4,000 each	1.00	1	05/18/2017	05/18/2017
2	0002	AA		Confirmed	Elbow Pads	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	06/18/2017	05/18/2017
4	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	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

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

Step 2b. Create ASN for Quantity

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

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

Display ASN: 3000000900

Goods Delivered to Recipient Save Cancel Print Download

General Information

Basic Data	Delivery Information
Number: 3000000900	Delivery Date (Expected): 05/18/2017 08:00
Name: W9124C17C0043	Shipping Date: 05/18/2017 08:00
Date: 05/18/2017	Means of Transport: [Dropdown]
Status: Created	Transport ID Code: [Field]
	Bill of Lading: [Field]

Period of Performance from Date [Field] Period of Performance to Date [Field]

Item Overview

Select All Deselect All Propose Outstanding Quantities

Number	CLIN	SLIN	ACRN	Description	Quantity	Unit of Measure	Goods	Service	Purchase Order...	Purchase Order...	Item Selection
10	0001		AA	Knee Pads	0	each	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4700000035	20	<input type="checkbox"/>
20	0002		AA	Elbow Pads	0	each	<input type="checkbox"/>	<input checked="" type="checkbox"/>	4700000035	30	<input type="checkbox"/>
30	0003		AA	Helmet Covers	0	each	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4700000035	50	<input type="checkbox"/>

★ **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

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

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

Display ASN: 3000000900

Goods Delivered to Recipient

General Information

Basic Data		Delivery Information	
Number:	3000000900	Delivery Date (Expected):	05/18/2017 08:00
Name:	W9124C17C0043	Shipping Date:	05/18/2017 08:00
Date:	05/18/2017	Means of Transport:	<input type="checkbox"/>
Status:	Created	Transport ID Code:	<input type="text"/>
		Bill of Lading:	<input type="text"/>

Period of Performance from Date Period of Performance to Date

Item Overview

Select All Deselect All Propose O

Number	CLIN	SLIN	ACR	Quantity	Unit of Measure	Goods or Service	Purchase Order ...	Purchase Order ...	Item Selection
10	0001		AA	0	each	<input checked="" type="checkbox"/> <input type="checkbox"/>	4700000035	20	<input type="checkbox"/>
20	0002		AA	0	each	<input type="checkbox"/> <input checked="" type="checkbox"/>	4700000035	30	<input type="checkbox"/>
30	0003		AA	0	each	<input checked="" type="checkbox"/> <input type="checkbox"/>	4700000035	50	<input type="checkbox"/>

Calendar: April 2017

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

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

Display ASN: 3000000900

Cancel Create Invoice Copy Display Document Flow Print Download

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: 04/01/2017

Period of Performance to Date: 04/30/2017

Item Overview

Number	CLIN	SLIN	ACRN	Product	Description	Quantity	Goods or Service	Purchase Order...	Purchase Order...
10									
20									
30									

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”**

Note: Bill of Lading field will populate with Period of Performance entered on ASN

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

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

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

Process Invoice: 5000000940

Communication and Collaboration

General Information

Basic Data

Number: INV-23
Name: W9124
Date: 05/18/2017
External Reference No.: 470000
Status: In Proc

Unplanned Delivery Costs: 0.00 USD

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

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.

NOTE:
DO NOT change Quantity or Net Value on invoice since it must 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

The screenshot shows the SAP Supplier Self-Services interface. At the top, there is a navigation bar with 'Supplier Self-Services' and 'SAP' logos. Below the navigation bar, a breadcrumb trail reads: 'Find Supplier > List of Suppliers > Start Page > List of Purchase Orders > Display Purchase Order >'. A green information message at the top left states: 'Info: Your changes have been adopted successfully'. A red arrow points from this message to a text box on the right. Below the message, the invoice number '5000000940' is displayed. A toolbar contains buttons for 'Set Status', 'Copy', 'Create Credit Memo', 'Display Document Flow', 'Print', and 'Download'. The main content area is divided into sections: 'Communication and Collaboration' (empty) and 'General Information'. Under 'General Information', there are two sub-sections: 'Basic Data' and 'Terms of Payment'. 'Basic Data' includes fields for Number (INV-236742), Name (W9124C17C0043), Date (05/19/2017), External Reference No. (4700000035), Status (Document Sent), Status (New) (Document Sent), and Unplanned Delivery Costs (0.00 USD). 'Terms of Payment' is a table with two columns: 'Payment in Days' and 'Discount in %'. The table contains three rows: (30, 0.000), (0, 0.000), and (0, 0.000). At the bottom of the screenshot, a table shows 'Purchasing Vendor' (1NEB0), 'Invoicing Party' (1NEB0), 'Period of Performance from Date' (04/01/2017), and 'Period of Performance to Date' (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 >

Info: Your changes have been adopted successfully

Display Invoice: 5000000940

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

Communication and Collaboration

General Information

Basic Data

Number: INV-236742
Name: W9124C17C0043
Date: 05/19/2017
External Reference No.: 4700000035
Status: Document Sent
Status (New): Document Sent
Unplanned Delivery Costs: 0.00 USD

Terms of Payment

Payment in Days	Discount in %
30	0.000
0	0.000
0	0.000

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

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 now complete.

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](#)).



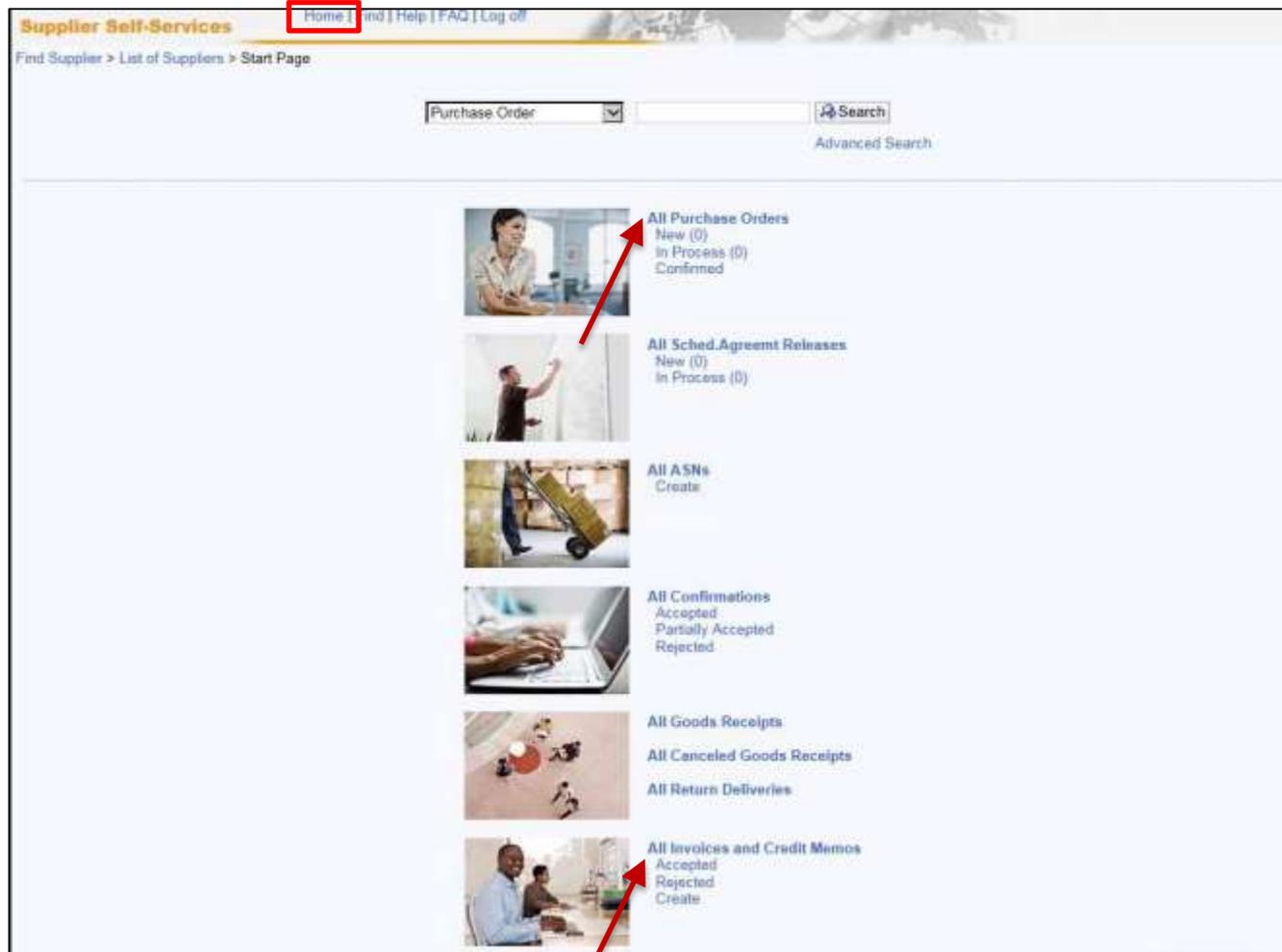
Verify Documents Posted

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

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: 500000931

Set Status: Copy Create Credit Memo **Display Document Flow** Print Download

Communication and Collaboration

General Information

Basic Data

Number:	500000931
Name:	W37HES16D04112016
Date:	08/02/2016
External Reference No.:	455000437
Status:	Document Sent
Status (New):	Accepted by Customer
Unplanned Delivery Cost:	0.00 USD

Terms of Payment

Payment in Days	Discount in %
30	0.000
0	0.000
0	

Purchasing Vendor: SUSQ0411 Invoicing Party: SUSQ0411

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

Document Type	Number	Document Name	Document Date	Status	Total Value
Purchase Order	100000971	W37HES16D04112016	04/11/2016	Confirmed	1,516.65 USD
Shipping Notif.	300000731	W37HES16D04112016	04/11/2016	Sent	0.00
Invoice	500000791	W37HES16D04112016	04/11/2016	Document Sent	1.11 USD
Confirmation	400002171	W37HES16D04112016	04/11/2016	Accepted by Customer	3.00 USD
Invoice	500000792	W37HES16D04112016	04/11/2016	Document Sent	3.00 USD
Goods Receipt	400002172	W37HES16D04112016	04/11/2016	New	1.11 USD
Shipping Notif.	300000942	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								

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

Supplier Self Services Home | First | Help | FAQ | Log off

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

Display ASN: 3000000942

Create Invoice | Copy | Display Document Flow | **Print** | Download

General Information

Basic Data		Delivery Information	
Number:	3000000942	Delivery Date (Expected):	08/02/2016 08:00
Name:	W37HE516D04112016	Shipping Date:	08/02/2016 08:00
Date:	08/02/2016	Means of Transport:	
Status:	Sent	Transport ID Code:	
		Bill of Lading:	

Item Overview

Number	CLIN	SLIN	ACRN	Product	Description	Quantity	Purchase Order No.	Purchase Order Item
10	0001	AB	AA		160411 SUS Item	4 each	4560000437	10

Partner Information

Partner	Number	Name	Street	House Number	PostCode	City	Telephone	Fax	E-mail
Sold-to Party	259	UNITED STATE							
Ship-To Address	259	8 PO BN B CO ABN P...	BLDG J 2050 COOK ST		28310-5000	FT BRAGG			

Do you want to open or save **susdoc.zip** (1.99 KB) from **sapqr4ci.gfebs.altess.army.mil?**

Open Save Cancel

susdoc

Microsoft Windows - Temporary Internet Files - Content.IE5 - TVAKNSIO - susdoc

Organize Extract all files

Name	Type	Compressed size	Password p...	Size
ASN_3000000942	Adobe Acrobat Document	4 KB	No	9 KB



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



Creating a Credit Memo to Cancel Invoice

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

The screenshot shows the SAP 'Display Invoice' interface for invoice number 5000000932. The 'Create Credit Memo' button is highlighted with a red box and a red arrow pointing to it. Another red arrow points from the bottom of the screen to the 'Number' field in the 'Basic Data' section, which contains the value 5000000932. The 'Name' field contains W37HES16C0324, the 'Date' is 08/02/2016, and the 'External Reference No.' is 4550000600. The 'Status' is 'Document Sent' and 'Accepted by Customer' is selected. The 'Unplanned Delivery Costs' are 0.00 USD. At the bottom, the 'Purchasing Vendor' is SUSQ0407 and the 'Invoicing Party' is SUSVENPH1.

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											5000000102		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 GFEB

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

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: ~~XXXXXXXXXXXX~~ ~~XXXXXX~~RR\4000000233\GFEBSP2P\Accepted

Action System: GFEBSP2P

Document Type: Receiving Report

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

Processed Date:

Contract Number: ~~XXXXXXXXXXXX~~

Delivery Order:

Vendor CAGE\Ext: ~~XXXX~~

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

Purchase Order: 455000601

Communication and Collaboration

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](#).

General Information

Basic Data

Purchase Order ID: []

Number: []

Name: W37HES16C0325 []

Date: 06/01/2016 []

Status: In Process []

Follow-On Documents: [1] [2] [3] []

Purchase Order Response Confirmation Invoice

Terms of Delivery

Incoterms	Location

Item Overview

Number	CLIN	SLIN	ACRN	Status	Product	Short Text	PO Quantity	Purchase Or.	Confirmed Q.	Unit of Measure	Required on	Confirmed for
1	0001	AA	AA	In Process	Mowing	1.000 Activ unit	50.000.00 USD	1.000	Activ unit			09/19/2016
L. 1.1	0001	AA	AA	In Process	Mowing	5.000 Acre	50.000.00 USD	5.000	Acre			
2	0002	AB	AA	In Process	Trimming	1.000 Activ unit	30.000.00 USD	1.000	Activ unit			09/19/2016
L. 2.1	0002	AB	AA	In Process	Trimming	30.000.000 Activ	30.000.00 USD	30.000.000	Activ unit			

Net Value (Unconfirmed Items) 80.000.00 USD

Net Value (Confirmed Items) 0.00 USD

Net Value (Total of all Items) 80.000.00 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 RD		23604-5000	FORT ELUSTIS			

Red X to “Reject”