Vendor Training Table of Contents

- 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 Confirmation
  - Create E-Invoice
- Verify Documents Posted {Slide # 28}
- 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 # 36}
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/](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.

**NOTE:** WAWF is the official DoD system point of entry to industry for submitting invoices. WAWF will direct user to SUS in step 12.

Steps 1-11 are same for normal WAWF login to complete invoice entry.
Enter WAWF user ID and password and click “Login”.

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 “AWAF”
Once in WAWF, select "Vendor" and "Create Document"
Vendor CAGE / DUNS number defaults from logon, verify matches award.
Auto-populated after contract # entered, enter contract number and delivery order (if applicable for A or D contracts). Select “Next”.
If CLINs are listed, do not double click to go into CLIN details, select “Next”

Validate Pay Official field = HQ0678; if not – contact your Contracting Office POC. When “HQ0678“, system will direct to GFEBSP2P for SUS invoice entry instead of WAWF. Select “Next”.
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

Select “Open GFEBSP2P in new window”
You are being re-directed to SUS Application

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Dated/Effective: May 9, 2008

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

13

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
   Only required for initial award or if award modified
   Goal is to ensure system correctly captures contract award or modification

2. **“Create Confirmation”** of value or service provided
   Notifies government what you delivered

3. **“Create/Send E-Invoice”** to match Confirmation
   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.
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.

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 as 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 accurate based upon the contract Unit of Measure. CLINS with a Unit of Measure ‘Activity Unit’ must be a **Service**.
1d. Verify status updated to “Confirmed”, then select “Send” to submit.
Step 2a. Create Confirmation for Quantity or Amount

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

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

NOTE: Yellow warning messages can be ignored.
Step 2b. Create Confirmation for Quantity or Amount

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

2c. Enter Quantity provided
If CLIN unit of measure is “Activ.unit” (or Job), 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.
- 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

3a. **Create Invoice**

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

**NOTE:** Yellow warning messages can be ignored.

**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.
Step 3b. Create E-Invoice

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 Confirmation
Step 3c. Create E-Invoice

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.

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 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 complete.

**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”.

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

[Diagram showing a screenshot of the interface with a highlighted “Display Document Flow” button and a table with document types, numbers, names, dates, and statuses.]
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.

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)

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: W37HE816004112016
- Shipping notification number: 3000000042
- Date: 08/02/2016
- Contact person: Supplier Inc.
- Telephone: 123-123-5678
- Fax:
- E-mail: supplier@mail.com

*Ship-to address*
UNITED STATE
00000000259
USA

*Delivery information*
- Bill of lading
- Means of transport
- Transport ID

- Delivery date: 08/02/2016
- Delivery time: 08:00:00
- Shipping date: 08/02/2016

*Shipping notification details*

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</table>
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.
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"**

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| 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    | GFEBS2P  | Invoice       | XXXX           | XXXX |        |     | XX              | 1000000000000 | 2012-03-05     | Submitted |         |          |        |       |        |      |                     | 1000000000000 | 2012-03-05 |          | Processed |
| 2    | GFEBS2P  | Receiving Report | XXXX           | XXXX |        |     | XX              | 4000000233     | 2012-03-06     | Submitted |         |          |        |       |        |      |                     | 4000000233     | 2012-03-06 |          | Accepted  |

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

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

From: RA2NOREPLY@eced.nit.disa.mil [RA2NOREPLY@eced.nit.disa.mil]
Sent: Tuesday, March 06, 2012 12:59 PM
To: 
Subject: XXXXXXXXXXXX VXXRR\4000000233\GFEBS2P\Accepted

Action System: GFEBS2P

Document Type: Receiving Report

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

Processed Date: 

Contract Number: XXXXXXXXXXXX

Delivery Order:

Vendor CAGE\Ext: XXXXXX

Shipement 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@ecdni.nit.disa.mil [RA2NOREPLY@ecdni.nit.disa.mil]
Sent: Tuesday, March 06, 2012 3:21 PM
To: XXXXXXXXXXX
Subject: WAWF (20000) WAWF_CI\5000000100\GFEBS2P_Processed

Action System: GFEBS2P

Document Type: Invoice

Acceptance Date:

Processed Date:

Contract Number: XXXXXXXXXXX

Delivery Order:

Vendor CAGE\Ext: XXXXXX

Shipment Number:

Shipment Date:

Invoice Number: CAGE-123456

Invoice Date: 2012-03-06

Has been Processed on . Status is Processed.

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.