The background of the slide features a collage of images. On the left, several soldiers in desert camouflage gear are shown in various poses, some holding rifles. In the center, a young child is smiling and waving. On the right, a soldier in a red headscarf is visible, along with another soldier in the foreground. The overall scene is set in a dusty, outdoor environment.

# General Fund Enterprise Business System (GFEBS)

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

Last Updated 9-22-2015



ASA (FM&C)





# 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, real time visibility of open amount and invoice processing status
    - Prevents delay in acceptance posting in GFEBS
    - Eliminates manual intervention to improve auditability
    - Reduces interest penalties

# 3 Main Steps for Vendor to Submit SUS Invoice for Goods (or Quantity based)

**Process Purchase Order**

Send Save Cancel Update Prices Print Download

**Basic Data**

Document Number: 1000001176  
 Document Name: W9124712P0091  
 Document Date: 03/05/2012  
 Purchase Order No.: 4502002544  
 Requested Follow-On Documents: Purchase Order Response, Shipping Notif., Confirmation, Invoice  
 Status: In Process

**Item Overview**

Number	CLIN	SLIN	ACRN	Status	Product	Line Type	Description	Order quantity	Purchase Order Value	Confirmed Quantity	Required on	Confirmed for
10	0010	AA	AA	Confirmed	Level IA Concealable Body Armor			10 each	2,500.00 USD	10 each	03/05/2012	03/05/2012
20	0010	AA	AA		Modular Integrated Communications Helmet			15 each	925.00 USD	15 each	03/05/2012	03/05/2012
30	0010	AA	AA		Deployable Rapid Assembly Shelter			1 each	875.00 USD			
40	0030	AA	AA		Moisture Wicking Cold Weather Boot			5 each	84.95 USD			
50	0040	AA	AA		INSULATION ARMOR FLEX			2 each	51.00 USD			

Process ASN  
Goods Delivered to Recipient Save Cancel Print Download

**Delivery Information**

Delivery Date (Expected): 03/05/2012  
 Delivery Time (Expected): 07:00  
 Shipping Date: 03/05/2012  
 Shipping Time: 07:00  
 Means of Transport: Truck  
 Transport ID Code: A1999455532456955  
 Bill of Lading: G1000234455

**Item Overview**

Number	ACRN	CLIN	SLIN	Product	Description	Quantity	Unit of Measure	Purchase Order No.	Order Item	DELETE	Item Selection
10	AA	0010	AA	Level IA Concealable Body Armor		2	each	4502002544	10		Propose Quantity
20	AA	0010	AB	Modular Integrated Communications Helmet		5	each	4502002544	20		Propose Quantity
30	AA	0020	AA	Deployable Rapid Assembly Shelter		1	each	4502002544	30		Propose Quantity
40	AA	0030	AA	Moisture Wicking Cold Weather Boot		5	each	4502002544	40		Propose Quantity
50	AA	0040	AA	INSULATION ARMOR FLEX		2	each	4502002544	50		Propose Quantity

Process Invoice  
Send Save Cancel Update Prices Print Download

**Basic Data**

Invoice: CAGE-12345  
 Status: In Process  
 Description: W9124712P0091  
 Document Date: 03/05/2012  
 External Reference: 4502002544  
 Unplanned Delivery Costs: 0.00 USD

**Products and Services**

Number	CLIN	SLIN	ACRN	Product Type	Product	Description	Quantity	Unit of Measure	Net Value	Tax	Purchase Order No.	Purchase Order
10	0010	AA	AA	Material	Level IA Concealable Body Armor		2	each	500.00 USD	Tax Exempt	4502002544	10
20	0010	AB	AA	Material	Modular Integrated Communications		5	each	975.00 USD	Tax Exempt	4502002544	20
30	0020	AA	AA	Material	Deployable Rapid Assembly Shelter		1	each	875.00 USD	Tax Exempt	4502002544	30
40	0030	AA	AA	Material	Moisture Wicking Cold Weather Boot		5	each	84.95 USD	Tax Exempt	4502002544	40
50	0040	AA	AA	Material	INSULATION ARMOR FLEX		2	each	51.00 USD	Tax Exempt	4502002544	50

## 1. Process or Acknowledge award/change

- Only for initial award or mod
- Must acknowledge (or reject) before invoice

## 2. Create ASN for quantity shipped/delivered

- Vendor provided open amount
- Creates Inbound Delivery in GFEBS for Acceptor review

## 3. Update invoice reference and send invoice

- CLIN quantity and amounts defaulted from ASN
- Accepted amount must match invoice for payment certification



# WAWF Gov't View Only Folder does not currently contain SUS documents

\*\*WAWF to update

Log into GFEBS instead of WAWF to review vendor submitted SUS documents

GFEBS Login link:

<https://prodep.gfebs-erp.army.mil/>

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions: - The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations. - At any time, the USG may inspect and seize data stored on this IS. - Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose. - Security measures (e.g., authentication and access controls) are in place to protect USG interests--not for your personal benefit or privacy. - The above, using this IS does not constitute consent to the collection, investigative searching or monitoring of the content of communications, or work product, related to personal or professional services by attorneys, psychotherapists, or clergy, or their representatives. - Such communications and work product are private. - See the Privacy and User Agreement for details!!!

**ERP**

**CAC Login**

**THE UNITED STATES ARMY**

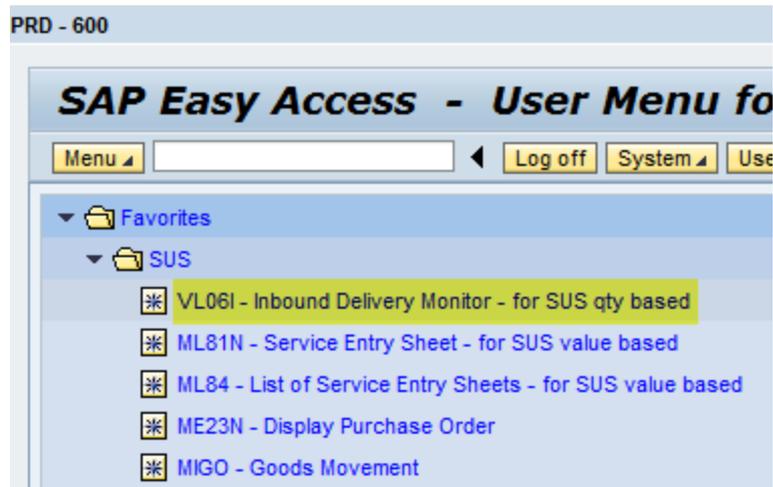
**Welcome to GFEBS!**

*Monday, 21 September*

**ALERT: DCPS Error Extension ZSCM\_DCPS\_ERROR Locked 23 September 2015**  
**Attention: GFEBS Payroll Processors**  
The Defense Civilian Payroll System (DCPS) Error Extension transaction, ZSCM\_DCPS\_ERROR locked during the processing of the CP1 and ZKA databases on Wednesday, 23 September 2015! Pay Period End Date (PPED) 19 September 2015. The process will create P1 obligations for the databases. Users will be prohibited from reprocessing any CP1 and ZKA records during payroll...

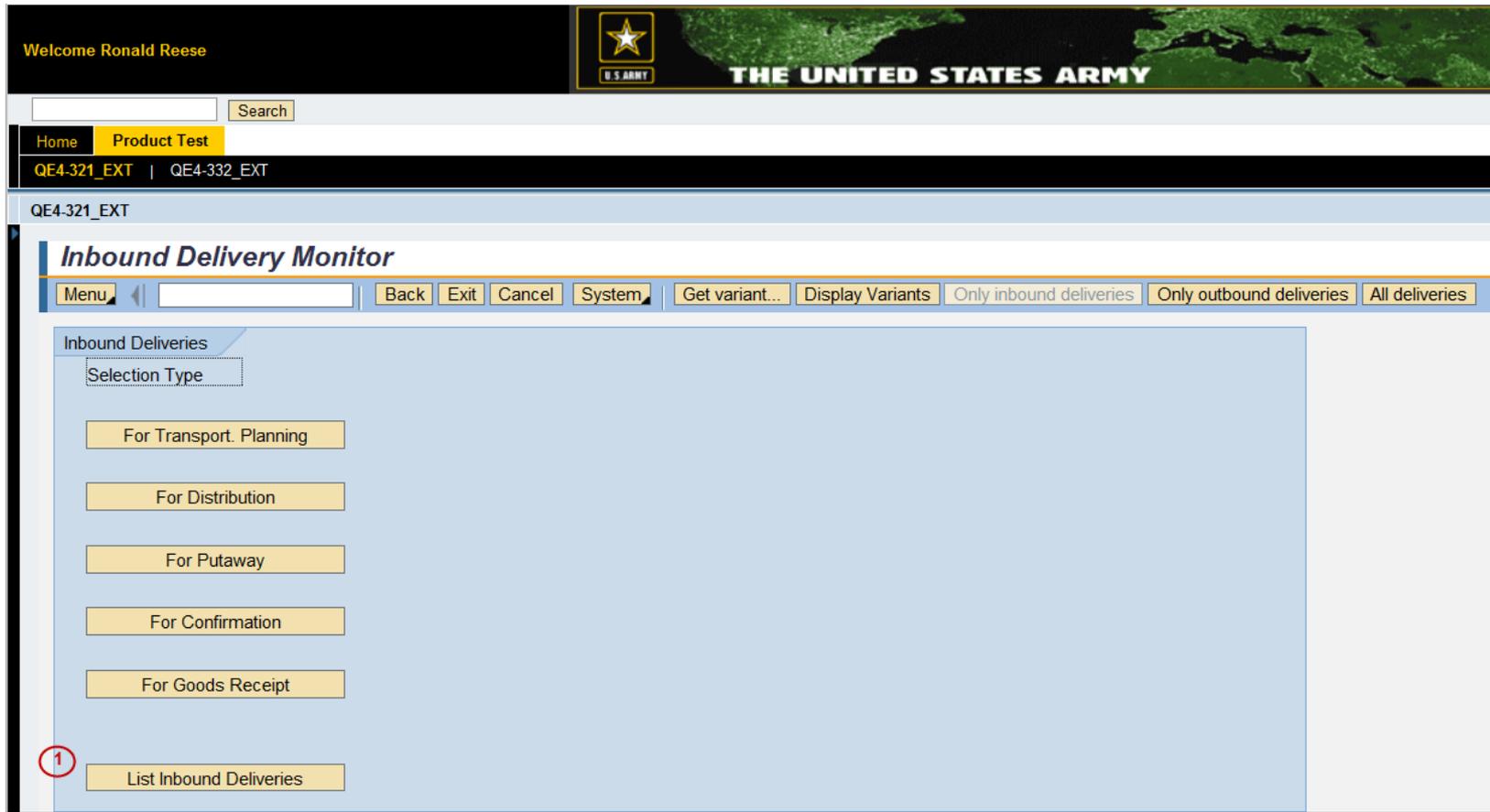
Requires SUS\_GR\_PROCESSOR role to post acceptance/goods receipt  
Recommend also the GR\_PROCESSOR role  
Required pre-requisite training includes:  
L250E Acquisition Process Overview  
L251E Accounts Payable Process Overview

Suggested transaction codes to add to Favorites in GFEBs:



Quantity based Purchase Orders (POs) generate Inbound Deliveries from SUS ASN Notification ran nightly for open inbound deliveries

Use transaction code VL06i to review and post acceptance  
Select "List Inbound Deliveries"



The screenshot shows the SAP Inbound Delivery Monitor interface. At the top, there is a header with the text "Welcome Ronald Reese" and the U.S. Army logo. Below the header is a search bar and a navigation menu with "Home" and "Product Test" options. The main content area is titled "Inbound Delivery Monitor" and contains a "Selection Type" dropdown menu. The dropdown menu is open, showing several options: "For Transport. Planning", "For Distribution", "For Putaway", "For Confirmation", "For Goods Receipt", and "List Inbound Deliveries". The "List Inbound Deliveries" option is highlighted with a red circle and the number 1.

1. Click on button "List of Inbound Deliveries"

**\*\*Suggest to save a Variant for each Acceptor to prevent entry each time**

Enter Delivery Date range (or remove default to select all)

Enter Vendor CAGE code of your assigned vendor

Welcome Ronald Reese

THE UNITED STATES ARMY

Home Product Test

QE4-321\_EXT | QE4-332\_EXT

QE4-321\_EXT

### List of Inbound Deliveries

Menu | Save As Variant... | Back | Exit | Cancel | System | Execute | Selection options | Get variant... | Delete selection criterion | Selection screen help | List in background

**Organizat. Data**  
Shipping Point/Receiving Pt [ ] to [ ]

**PO Data**  
Purchasing Document [ ] to [ ]  
Item [ ] to [ ]

**Document Editing**  
Created by [ ] to [ ]  
Created on [ ] to [ ]

**Time Data**  
Delivery Date 02/28/2012 to 03/07/2012

**Putaway Data**  
Warehouse Number [ ] to [ ]  
 Check at Header Level  
 Check at Item Level  
Storage Location [ ] to [ ]

**Partner Data**  
Vendor 11RW7 to [ ]

**Doc. Data**  
Inbound Delivery [ ] to [ ]  
External Delivery ID [ ] to [ ]

Scroll down to enter "A" (open) and "B" (partial) for "Total gds mvt stat."  
Select "Execute" to query

Welcome Ronald Reese

THE UNITED STATES ARMY

Home Product Test

QE4-321\_EXT | QE4-332\_EXT

QE4-321\_EXT

### List of Inbound Deliveries

Menu | Save As Variant... | Back | Exit | Cancel | System | **Execute** | Selection options | Get variant... | Delete selection criterion | Selection screen help | List in background

Inbound Delivery: [ ] to [ ]

External Delivery ID: [ ] to [ ]

Material Data

Material: [ ] to [ ]

EANAUPC: [ ] to [ ]

Vendor Material No.: [ ] to [ ]

Shipment Data

Means of Trans. ID: [ ] to [ ]

Shipment Number: [ ] to [ ]

Handling Unit: [ ] to [ ]

Status: Inb. Delivs

Tms.pln.status	<input type="checkbox"/>	to	<input type="checkbox"/>	<input type="button" value="↕"/>
Status Decent. Whse	<input type="checkbox"/>	to	<input type="checkbox"/>	<input type="button" value="↕"/>
Total Status Putaway	<input type="checkbox"/>	to	<input type="checkbox"/>	<input type="button" value="↕"/>
Confirmation of Putaway	<input type="checkbox"/>	to	<input type="checkbox"/>	<input type="button" value="↕"/>
Total gds mvt stat.	A	to	<input type="button" value="↕"/>	<input type="button" value="↕"/>
Overall WM status	<input type="checkbox"/>	to	<input type="checkbox"/>	<input type="button" value="↕"/>

Display Options

Display in weight unit:

Display in volume unit:

Display delivery items

Determines Number of Items

Display Fwding Agent

Output Proposal

Output Type: [ ] to [ ]

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

Listing of open Inbound Deliveries shown with PO delivery date and Vendor  
Select **“Change Inbound Delivery”** to review and post acceptance

Welcome Ronald Reese

U.S. ARMY THE UNITED STATES ARMY

Search

Home Product Test

QE4-321\_EXT | QE4-332\_EXT

QE4-332\_EXT

### List of Inbound Deliveries

Menu | Back | Exit | Cancel | System | Refresh List | Item View | **Change Inbound Deliveries** | First Column | Column Left | Column Right

Delivery	Deliv.date	Vendor	Name of vendor
<input checked="" type="checkbox"/> 3100000049	02/29/2012	6949	EMPORIUM SPECIALTIES CO INC
<input type="checkbox"/> 3100000053	02/29/2012	6949	EMPORIUM SPECIALTIES CO INC

Select the inbound delivery note you want to process  
Click "Change Inbound Deliveries"



# Backup Information

# Display PO Obligation using "ME23N"

PO header shows Contract number (PIIN/SPIIN) and vendor CAGE

**SPS PO - US Dollars 4507930394 Created by ECC- XI**

Menu | Back | Exit | Cancel | System | Document Overview On | Create | Display/Change | Other Purchase Order | Print Preview | Messages | Help

SPS PO - US Dollars 4507930394 Vendor 5HUS9 MACK GLOBAL LLC Doc. date 06/20/2014

Delivery/Invoice | Conditions | Texts | **Address** | Communication | Partners | Additional Data | Org. Data | Status | Customer Data

PIIN: W9124C-14-C-0009  
 SPIIN:   
 MOD#: P00001

Issuing Office: W9124C  
 Requesting Office/Ship To:   
 Administering Office: W9124C  
 Pay Office: HQ0678

S...	GR	Item	ACRN	CLIN	SLIN	A	I	Short Text	Order Quantity	OU	C	Deliv. Date	Net Price	Per OPU	Crcy	Purch. Req.
	<input checked="" type="checkbox"/>	10 AA	0001			K		Youth Ministry Coordinator Services	12 MO	D		07/11/2015	2,730.62	1 MO	USD	10447839
	<input checked="" type="checkbox"/>	20 AB	1001			F		Youth Coordinator	12 MO	D		06/12/2015	2,761.78	1 MO	USD	10708525
									<b>24 MO</b>			<b>5,492.40</b>			<b>USD</b>	

Item: 10 Youth Ministry Coordinator Serv

Material Data | Quantities/Weights | Delivery Schedule | **Delivery** | Invoice | Conditions | Account Assignment | Purchase Order History

MvT	Material Document	Item	Entry Date	Quantity	Amount in LC	Amount	Time of Entry	Reference	Batch	GR/IR clearing value in
	5001957225	Goods Receipt for acceptance	07/14/2015	1	2,730.62	2,730.62	07:22:22	3000000800		Reference to SUS ASN submitted
	5001922135		06/23/2015	1	2,730.62	2,730.62	07:38:52	3000000781		
	5001848974		05/12/2015	1	2,730.62	2,730.62	09:37:21	3000000756		
invoice	5102738175		07/13/2015	1	2,730.62	2,730.62	21:35:17			
	5102526677		06/22/2015	1	2,730.62	2,730.62	13:58:29			
	5102130642		05/12/2015	1	2,730.62	2,730.62	09:18:21			

PO History shows listing of Goods Receipts for Acceptance with SUS reference  
 Scrolling down shows linked Invoice

# Background Job listing open Inbound Deliveries

Delivery	SN	Purch.Doc.	Item	Material	Description	Delivery quantity	SU	Deliv.date	Vendor	Name of vendor	Plnt	External Delivery ID	QS	Ref.doc.	Ref.doc.	Refitm	Refitm
<input type="checkbox"/> 3100001286	A	4502001358	10		MUSICIANS	1	MO	09/30/2014	4BC08	MSB ANALYTICS, INC.	JCK1	3000000843	A	4502001358	4502001358	220	220
<input type="checkbox"/> 3100001286	A	4502001358	20		CATHOLIC RELIGIOUS EDUCATOR	1	MO	09/30/2014	4BC08	MSB ANALYTICS, INC.	JCK1	3000000843	A	4502001358	4502001358	240	240
<input type="checkbox"/> 3100001286	A	4502001358	30		JEWISH RABBI	1	MO	09/30/2014	4BC08	MSB ANALYTICS, INC.	JCK1	3000000843	A	4502001358	4502001358	250	250
<input type="checkbox"/> 3100001286	A	4502001358	40		IMAM	1	MO	09/30/2014	4BC08	MSB ANALYTICS, INC.	JCK1	3000000843	A	4502001358	4502001358	260	260
<input type="checkbox"/> 3100001445	A	4506505584	10		CLIN 1001-CDC,YC, & SSI Custodial Servic	1	MO	09/30/2015	3EP96	US&S, INC.	JCK1	3000000839	A	4506505584	4506505584	31	31
<input type="checkbox"/> 3100001445	A	4506505584	20		CLIN 1003- Additional buffing per month	1	MO	09/30/2015	3EP96	US&S, INC.	JCK1	3000000839	A	4506505584	4506505584	51	51
<input type="checkbox"/> 3100001445	A	4506505584	30		CLIN 1002- Contracting Manpoer Reporting	1.000	EA	09/30/2015	3EP96	US&S, INC.	JCK1	3000000839	A	4506505584	4506505584	61	61

Note: Job ran nightly and forwarded by email to the assigned COR/Acceptor