



General Fund
Enterprise Business System
(GFEBS)

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

Last Updated 3-2-2016



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

Same screens for normal WAWF invoice entry and SUS invoice entry

https://wawf.eb.mil/ PRD - 600 - SAP NetWeaver ... Army Knowledge Online - sa... Wide Area Workflow eBus...

File Edit View Favorites Tools Help

WideAreaWorkFlow
e-Business Suite 5.7.3

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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

Log into WAWF, the DoD single face to industry for submitting invoices, as normal

Same



WideAreaWorkFlow

e-Business Suite 5.7.3

Register

Help/Training

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 user ID and password
Management of allowed users remains with WAWF administrator

Same

WideAreaWorkFlow

e-Business Suite 5.7.3

User - Security -

User ID:

Welcome to Wide Area Work Flow e-Business Suite

3



Invoice, Receipt,
Accession, and
Invoice Transfer
(iRAPT)



Electronic Document
Access

System Messages

Select "iRAPT"

Same

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				

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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 iRAPT, select “Vendor” and “Create Document”

Same

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? *
1NEB00737064227 / 5	Y <input type="checkbox"/> 6	DoD Contract (FAR) <input type="checkbox"/>	W9124712P0091 7	<input type="text"/>	N <input type="checkbox"/> 8

* = 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
<input type="text"/>	<input type="text"/>	YYYY/MM/DD <input type="checkbox"/>	YYYY/MM/DD <input type="checkbox"/>	EDA IRAPT

[\[=\] Advanced Search Criteria for IRAPT](#)

NOTE: You must either enter a Contract Number or select one from the search results.

9

CAGE / DUNS number defaults from logon
 Enter contract number type, contract number and delivery order
 Select "Next"

Same

IRAPT (formerly WAWF)

User Vendor Documentation Lookup Logout

Vendor - Create Document

Contract >> Pay DoDAAC

INFO: The contract data can not be validated against the contract in DoD EDA. EDA may be down at this time.

Contractual	Reference Procurement Identifier	Contract Number Type	Contract Number	Delivery Order	CAGE	DUNS	DUNS + 4	Extension	Pay Official *
Y	<input type="text"/>	DoD Contract (FAR)	W9124712P0091		0L524	555905108			HQ0678

* = Required Fields

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DoD Contract (FAR)

11

Next Previous Reset Help

Contracting awards (or modifies administratively) to the new SUS Pay Official = HQ0678
Pay Official HQ0678 directs user to GFEBs P2P for SUS invoice entry instead of WAWF
Select "Next"

****NEW****

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)	W9124712P0091		0L524	555905108			<input type="text" value="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

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Select "Open GFEBSP2P in new window"

Red Message above given to identify pilot

NOTE: SUS is a component of the Army Procure-to-Pay (P2P) pilot

Next Previous Reset Help

NOTE: First logon will return an error message since sending logon information to SUS
Please close error screen and re-try



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

NOTE: First logon will return an error message since sending logon information to SUS
Please close error screen and re-try from step #12

Display Purchase Order

Display Purchase Order

Process Display Document Flow Print Download

Basic Data

Document Number: 1000000176
 Document Name: W9124712P0091
 Document Date: 03/05/2012
 Purchase Order No.: 4502002544
 Requested Follow-On Documents: Purchase Order Response, Shipping Notif., Confirmation, Invoice
 Status: New

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	New			Level IIA Concealable Body Armor	10 each	2,500.00 USD	0 each	03/05/2012	
20	0010	AB	AA	New			Modular Integrated Communications Helmet	15 each	2,925.00 USD	0 each	03/05/2012	
30	0020	AA	AA	New			Deployable Rapid Assembly Shelter	4 each	3,500.00 USD	0 each	03/05/2012	
40	0030	AA	AA	New			Moisture Wicking Cold Weather Boot Socks	25 each	424.75 USD	0 each	03/05/2012	
50	0040	AA	AA	New	156697		INSULATION ARMOR FLEX	10 each	255.00 USD	0 each	03/05/2012	

Page 1 of 1

From contract entered in WAWF, the PO is shown
 If multiple delivery orders, a listing of assigned POs are shown to select from

Important Note: First time in SUS, European format defaults
 To update to US, select “Home”

[Find Supplier](#) > [List of Suppliers](#) > Start Page

Start Page



[All Purchase Orders](#)
[New](#) and [Changed](#)
[In Process](#)
[Confirmed](#) and [Partially Confirmed](#)



[All Confirmations](#)
[Accepted](#) and [Partially Accepted](#)
[Rejected](#)



[All ASNs](#)



[All Sched. Agreemt Releases](#)
[New](#)
[In Process](#)



[All Invoices and Credit Memos](#)
[Accepted](#) and [Rejected](#)



[All Goods Receipts](#)
[All Canceled Goods Receipts](#)
[All Return Deliveries](#)

[Own Data](#)

On the Home screen

Select **“Own Data”**, then **“Process”**

Change - country, company, telephone, number & currency to US format

Select **“Save”**

Ignore any messages shown

Select **“Home”** again to return to Start Page

Select **“All Purchase Orders”** to show list of all documents

Select desired PO

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: 100000176
 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	AB	AA	Confirmed	Modular Integrated Communications Helmet			15 each	2,925.00 USD	15 each	03/05/2012	03/05/2012
30	0000	AA	AA		Deployable Rapid Assembly Shelter			1 each	875.00 USD	1 each	03/05/2012	03/05/2012
40	0000	AA	AA		Moisture Wicking Cold Weather Boot			5 each	84.95 USD	5 each	03/05/2012	03/05/2012
50	0000	AA	AA		INSULATION ARMOR FLEX			2 each	51.00 USD	2 each	03/05/2012	03/05/2012

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

1. Process or Acknowledge award/change

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

2. Create ASN for quantity shipped/delivered

- Select "Propose Quantity" to default open amount
- Enter quantity per CLIN

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		<input type="checkbox"/> Propose Quantity
20	AA	0010	AB	Modular Integrated Communications Helmet		5	each	4502002544	20		<input type="checkbox"/> Propose Quantity
30	AA	0000	AA	Deployable Rapid Assembly Shelter		1	each	4502002544	30		<input type="checkbox"/> Propose Quantity
40	AA	0000	AA	Moisture Wicking Cold Weather Boot		5	each	4502002544	40		<input type="checkbox"/> Propose Quantity
50	AA	0000	AA	INSULATION ARMOR FLEX		2	each	4502002544	50		<input type="checkbox"/> 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

Enter CAGE+Vendor Invoice #

3. Update invoice reference and send invoice

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

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	15697	2	each	51.00 USD	Tax Exempt	4502002544	50

Contract number entered in WAWF will direct user to the associated SUS document Defaults to SUS screen “Display Purchase Order” for the contract, or a listing of POs tied to the contract where select the correct Delivery Order PO data is replicated from GFEBs for use to confirm service performed & invoice

Display Purchase Order

Display Purchase Order

Process Display Document Flow Print Download

1. Select “Process” to prepare Acknowledgment of the PO or change

NOTE: “Process” button will only appear for a new or changed PO Must acknowledge (or reject) before can create confirmation

Basic Data

Document Number: 1000000176
 Document Name: W9124712P0091
 Document Date: 03/05/2012
 Purchase Order No.: 4502002544
 Requested Follow-On Documents: Purchase Order Response, Shipping Notif., Confirmation, Invoice
 Status: New

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	New			Level IIA Concealable Body Armor	10 each	2,500.00 USD	0 each	03/05/2012	
20	0010	AB	AA	New			Modular Integrated Communications Helmet	15 each	2,925.00 USD	0 each	03/05/2012	
30	0020	AA	AA	New			Deployable Rapid Assembly Shelter	4 each	3,500.00 USD	0 each	03/05/2012	
40	0030	AA	AA	New			Moisture Wicking Cold Weather Boot Socks	25 each	424.75 USD	0 each	03/05/2012	
50	0040	AA	AA	New	156697		INSULATION ARMOR FLEX	10 each	255.00 USD	0 each	03/05/2012	

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Basic (or header) data is shown with item information of awarded contract

Process Purchase Order

Basic Data

Document Number:
Document Name:
Document Date:
Purchase Order No.:
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	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> In Process			Level IIA Concealable Body Armor	10 each	2,500.00 USD	<input type="text" value="10"/> each	03/05/2012	<input type="text" value="03/05/2012"/> <input type="button" value="🗄"/>
20	0010	AB	AA	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> In Process			Modular Integrated Communications Helmet	15 each	2,925.00 USD	<input type="text" value="15"/> each	03/05/2012	<input type="text" value="03/05/2012"/> <input type="button" value="🗄"/>
30	0020	AA	AA	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> In Process			Deployable Rapid Assembly Shelter	4 each	3,500.00 USD	<input type="text" value="4"/> each	03/05/2012	<input type="text" value="03/05/2012"/> <input type="button" value="🗄"/>
40	0030	AA	AA	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> In Process			Moisture Wicking Cold Weather Boot Socks	25 each	424.75 USD	<input type="text" value="25"/> each	03/05/2012	<input type="text" value="03/05/2012"/> <input type="button" value="🗄"/>
50	0040	AA	AA	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> In Process	156697		INSULATION ARMOR FLEX	10 each	255.00 USD	<input type="text" value="10"/> each	03/05/2012	<input type="text" value="03/05/2012"/> <input type="button" value="🗄"/>

Page 1 of 1

PO will show line for each CLIN with Order quantity, unit of measure and Value
Review PO CLIN data to make sure matches award

NOTE: Any errors on PO data should be reported to Contracting Officer for correction

If any lines exist that are already fully invoiced, select **“Reject”** for those only and **“Send”**
If all lines are open and correct, select **“Confirm all items”**

Process Purchase Order

Basic Data

Document Number: 1000000176
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	<input checked="" type="checkbox"/> <input type="checkbox"/> Confirmed			Level IIA Concealable Body Armor	10 each	2,500.00 USD	<input type="text" value="10"/> each	03/05/2012	<input type="text" value="03/05/2012"/> <input type="button" value="Print"/>
20	0010	AB	AA	<input checked="" type="checkbox"/> <input type="checkbox"/> Confirmed			Modular Integrated Communications Helmet	15 each	2,925.00 USD	<input type="text" value="15"/> each	03/05/2012	<input type="text" value="03/05/2012"/> <input type="button" value="Print"/>
30	0020	AA	AA	<input checked="" type="checkbox"/> <input type="checkbox"/> Confirmed			Deployable Rapid Assembly Shelter	4 each	3,500.00 USD	<input type="text" value="4"/> each	03/05/2012	<input type="text" value="03/05/2012"/> <input type="button" value="Print"/>
40	0030	AA	AA	<input checked="" type="checkbox"/> <input type="checkbox"/> Confirmed			Moisture Wicking Cold Weather Boot Socks	25 each	424.75 USD	<input type="text" value="25"/> each	03/05/2012	<input type="text" value="03/05/2012"/> <input type="button" value="Print"/>
50	0040	AA	AA	<input checked="" type="checkbox"/> <input type="checkbox"/> Confirmed	56697		INSULATION ARMOR FLEX	10 each	255.00 USD	<input type="text" value="10"/> each	03/05/2012	<input type="text" value="03/05/2012"/> <input type="button" value="Print"/>

Page 1 of 1

Confirmed items will show GREEN check
Select **“Send”** to submit

Messages

Success: Your changes have been adopted successfully

Message returned and shown at the top of page to indicate a successful posting

Display Purchase Order

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

Basic Data

Document Number: 1000000176
Document Name: W9124712P0091
Document Date: 03/05/2012
Purchase Order No.: 4502002544
Requested Follow-On Documents: Purchase Order Response, Shipping Notif., Confirmation, Invoice
Status: Confirmed

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 IIA Concealable Body Armor	10 each	2,500.00 USD	10 each	03/05/2012	03/05/2012
20	0010	AB	AA	Confirmed			Modular Integrated Communications Helmet	15 each	2,925.00 USD	15 each	03/05/2012	03/05/2012
30	0020	AA	AA	Confirmed			Deployable Rapid Assembly Shelter	4 each	3,500.00 USD	4 each	03/05/2012	03/05/2012

2. Now able to select “**Create ASN**” to notify acceptor of shipment/delivery (similar to WAWF Receiving Report)

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	
Transport ID Code	
Bill of Lading	

Optional: Select a “Means of Transport” from the pull down to enter “Transport ID” or “Bill of Lading” in Delivery Information as free form text to Acceptor

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 IIA Concealable Body Armor	<input type="text" value="10"/>	each	4502002544	10		<input type="checkbox"/> Propose Quantity
20	AA	0010	AB		Modular Integrated Communications Helmet	<input type="text" value="15"/>	each	4502002544	20		<input type="checkbox"/> Propose Quantity
30	AA	0020	AA		Deployable Rapid Assembly Shelter	<input type="text" value="4"/>	each	4502002544	30		<input type="checkbox"/> Propose Quantity
40	AA	0030	AA		Moisture Wicking Cold Weather Boot Socks	<input type="text" value="25"/>	each	4502002544	40		<input type="checkbox"/> Propose Quantity
50	AA	0040	AA	156697	INSULATION ARMOR FLEX	<input type="text" value="10"/>	each	4502002544	50		<input type="checkbox"/> Propose Quantity

Page 1 of 1

Select All Deselect All Propose Outstanding Quantities

PO lines are shown with total “Ordered” amount

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

In “Quantity” field, enter the quantity will ship or plan to invoice for each Contract CLIN / SLIN

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 IIA Concealable Body Armor	<input type="text" value="2"/>	each	4502002544	10		<input type="checkbox"/> Propose Quantity
20	AA	0010	AB		Modular Integrated Communications Helmet	<input type="text" value="5"/>	each	4502002544	20		<input type="checkbox"/> Propose Quantity
30	AA	0020	AA		Deployable Rapid Assembly Shelter	<input type="text" value="1"/>	each	4502002544	30		<input type="checkbox"/> Propose Quantity
40	AA	0030	AA		Moisture Wicking Cold Weather Boot Socks	<input type="text" value="5"/>	each	4502002544	40		<input type="checkbox"/> Propose Quantity
50	AA	0040	AA	156697	INSULATION ARMOR FLEX	<input type="text" value="2"/>	each	4502002544	50		<input type="checkbox"/> Propose Quantity

Page 1 of 1

Select All Deselect All **Propose Outstanding Quantities**

Optional: Can select “Propose Outstanding Quantities” to provide calculated open quantity available based on award, less previously submitted ASNs and any returns

NOTE: if calculated open quantity is incorrect, contact COR/Acceptor

Select **“Goods Delivered to Recipient”** to send to acceptor

[Display Purchase Order](#) > Process ASN

Process ASN

Goods Delivered to Recipient Save Cancel Print Download

Basic Data

Shipping Notif.	<input type="text" value="300000126"/>
Document Name	<input type="text" value="W9124712P0091"/>
Document Date	<input type="text" value="03/05/2012"/>
Status	<input type="text" value="In Process"/>

Delivery Information

Delivery Date (Expected)	<input type="text" value="03/05/2012"/>
Delivery Time (Expected)	<input type="text" value="07:00"/>
Shipping Date	<input type="text" value="03/05/2012"/>
Shipping Time	<input type="text" value="07:00"/>
Means of Transport	<input type="text" value="Truck"/>
Transport ID Code	<input type="text" value="A1999455532456955"/>
Bill of Lading	<input type="text" value="G1000234455"/>

Message displayed at the top stating the confirmation completed successfully.
NOTE: Warning messages (yellow) are informational and can be ignored.

Messages

Success: Your changes have been adopted successfully

Display ASN

[Create Invoice](#) [Copy](#) [Print](#) [Download](#)

Basic Data

Shipping Notif.	3000000126
Document Name	W9124712P0091
Document Date	03/05/2012
Status	Sent

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

Optional: Select “Download” or “Print” to include as shipping document

Display ASN

Create Invoice Copy Print **Download**

Basic Data

Shipping Notif. 3000000126

Document Name W9124712P0091

Document Date 03/05/2012

Status Sent

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

Name	Type	Modified	Size	Ratio	Packed	Path
 ASN_3000000126.PDF	Adobe Acrob...	3/5/2012 3:35 PM	16,252	73%	4,331	

SOUTHERN ELEVATOR COMPANY, INC
 1500 LUMBER ST
 GREENSBORO NC 27409-2800
 USA

Shipping notification

Information
Description W9124712P0091
Shipping notification number: 3000000126
Date: 03/05/2012
Contact person: SOUTHERN ELEVATOR COMPANY, INC
Telephone:
Fax:
E-mail:

Example ASN
 (Optional to print or save)

Ship-to address
 UNITED STATES ARMY
 0000000259
 USA

Delivery information		
Bill of lading	Means of transport	Transport ID
G1000234455	Truck	A1899455532456955
Delivery date	Delivery time	Shipping date
03/05/2012	07:00:00	03/05/2012

Shipping notification details

Item	Product number	Description	Product type	Revision level	Quantity	Unit
Order number/item		Supplier product no.				
10		Level IIA Concealable Body Armor	Material		2	EA
4502002544/0000000010						
20		Modular Integrated Communications Helmet	Material		5	EA
4502002544/0000000020						
30		Deployable Rapid Assembly Shelter	Material		1	EA
4502002544/0000000030						
40		Moisture Wicking Cold	Material		5	EA

3. Now ready to “Create Invoice” from the ASN (RR) sent to Acceptor

Display ASN

Create Invoice Copy Print Download

Basic Data

Shipping Notif.	3000000126
Document Name	W9124712P0091
Document Date	03/05/2012
Status	Sent

NOTE: DO NOT change quantities on invoice since it must match ASN for payment certification. If incorrect, “Cancel” before sending invoice, then go back and “Cancel” ASN and create a new corrected ASN before proceeding.

A system generated number is assigned as vendor invoice number, however for payment certification, vendor CAGE must be included.

**** Change the system Invoice number to CAGE + reference number (up to 14 characters), example "0L524-12345678"**

Process Invoice

Send Save Cancel Update Prices Print Do

Basic Data

Invoice: 5000000099
Status: In Process
Description: W9124712P0091
Document Date: 03/05/2012
External Reference: 4502002544
Unplanned Delivery Costs: 0.00 USD



Amount defaults

Number	CLIN	SLIN	ACRN	Product Type	Product	Description	Quantity	Unit of Measure	Net Value	Tax	Purchase Order No.	Purchase Order Item	DELETE
10	0010	AA	AA	Material		Level IIA 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	156697	INSULATION ARMOR FLEX	2	each	51.00 USD	Tax Exempt	4502002544	50	

Price Information

Condition	Value
Net Value	2,485.95 USD
Unplanned Delivery Costs	0.00 USD
Tax	0.00 USD
Gross Price	2,485.95 USD

← Total Net Value is also provided

After review and Invoice number change
Select "Send"

[Display Purchase Order](#) > [Display ASN](#) > [Display Invoice](#)

Messages

Success: Your changes have been adopted successfully

Message Invoice successfully processed

Display Invoice

[Set Status](#) [Copy](#) [Create Credit Memo](#) [Display Document Flow](#) [Print](#)

Acceptor is notified of confirmation submitted

Acceptor has 7 days to accept or reject

Once confirmation accepted, scroll down in SUS Display Invoice to **“Check Payment Status”**

Terms of Payment

Payment in Days	Discount in %
30	0.000
0	0.000
0	

Payment Status

Date Invoiced Amount Paid Amount Status 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](#)

Optional:

Scroll down in SUS Display Invoice to “**Check Payment Status**”

Invoice will show “**Submitted**” with GFEBs document number for verification

WAWF vendor folder is also updated hourly and will show status “**Processed**”

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](#)

Wide Area Workflow 5.2

User ID : TESTVENDOR2

[Printer Friendly](#)

[User](#) [Vendor](#) [Documentation](#) [Lookup](#) [Logout](#)

Vendor Documents from Active Folder for '0L524' (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
1	GFEBSP2P	Invoice	0L524	555905108			W9124712P0091							
2	GFEBSP2P	Receiving Report	0L524	555905108			W9124712P0091		3000000126	2012-03-05	2012-03-05		Submitted	

Scroll to the right

Invoice Number	Submitted	Received	Status	Purge	Recall	Void	Amount
CAGE-12345		2012-03-05	Processed				\$2,485.95
							\$0.00

After certified for payment and disbursed, SUS Display Invoice status is “**PAID**” with date and EFT payment reference/TRACE number

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	Paid	5105601751	PAID	03/05/2012	08881234		

[Check Payment Status](#)

Start Page



All Purchase Orders

- [New](#) and [Changed](#)
- [In Process](#)
- [Confirmed](#) and [Partially Confirmed](#)



All ASNs



All Invoices and Credit Memos

- [Accepted](#) and [Rejected](#)



All Confirmations

- [Accepted](#) and [Partially Accepted](#)
- [Rejected](#)



All Sched. Agreem. Releases

- [New](#)
- [In Process](#)



All Goods Receipts

- [All Canceled Goods Receipts](#)
- [All Return Deliveries](#)



[Own Data](#)

Optional: Select **“Home”**
Select **“All Purchase Orders”** or **“All Invoices”**
to view a listing

Select **“Display Document Flow”** to view listing of all posted documents tied to Purchase Order (or invoice if select **“Display Invoice”**)

Display Purchase Order

Display Purchase Order

Process **Display Document Flow** Print Download

Basic Data

Document Number: 1000000176
 Document Name: W9124712P0091
 Document Date: 03/05/2012
 Purchase Order No.: 4502002544
 Requested Follow-On Documents: Purchase Order Response, Shipping Notif., Confirmation, Invoice
 Status: New

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	New			Level IIA Concealable Body Armor	10 each	2,500.00 USD	0 each	03/05/2012	
20	0010	AB	AA	New			Modular Integrated Communications Helmet	15 each	2,925.00 USD	0 each	03/05/2012	
30	0020	AA	AA	New			Deployable Rapid Assembly Shelter	4 each	3,500.00 USD	0 each	03/05/2012	
40	0030	AA	AA	New			Moisture Wicking Cold Weather Boot Socks	25 each	424.75 USD	0 each	03/05/2012	
50	0040	AA	AA	New	156697		INSULATION ARMOR FLEX	10 each	255.00 USD	0 each	03/05/2012	

Page 1 of 1

Vendor System Requirements

- **Internet Access**
- **WAWF user id**
 - **ID assigned to CAGE code for contract award**
 - **WAWF User ID can be no longer than 12**
 - Enhancement planned to accommodate WAWF user id limit of 30 characters
 - **Pay Office on contract is assigned HQ0678 for Army GFEBS SUS**
 - Will route user to GFEBS SUS vendor portal
- **Internet Explorer**
 - **Under Tools > Compatibility View Settings**
 - Must add “Army.mil”
- **First Login will be unsuccessful**
 - **User ID and roles are sent**
 - Return to WAWF screen and select again “Open GFEBS P2P in a new window”

SUS Support Contact Information

For Technical SUS help, the GFEBS Helpdesk may be contacted via e-mail at army.gfebs.helpdesk@mail.mil or by phone 866-757-9771.

Second contact SUS Pilot Support team at usarmy.pentagon.hqda-asafm.mbx.sus@mail.mil

WAWF Notification & Vendor Folder updated

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

From: RA2NOREPLY@ecedi.nit.disa.mil [RA2NOREPLY@ecedi.nit.disa.mil]

Sent: Tuesday, March 06, 2012 3:21 PM

To:

Subject: W9124712P0091\0L524\RR\3000000126\GFEBSP2P\Accepted

Action System: GFEBSP2P

Document Type: Receiving Report

Acceptance Date: 2012-03-05T00:00:00.000 0000

Processed Date:

Contract Number: W9124712P0091

Delivery Order:

Vendor CAGE\Ext: 0L524

Shipment Number: 3000000126

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: Monday, March 05, 2012 4:28 PM

To:

Subject: W9124712P0091\0L524\CI\5000000099\GFEBSP2P\Processed

Action System: GFEBSP2P

Document Type: Invoice

Acceptance Date:

Processed Date:

Contract Number: W9124712P0091

Delivery Order:

Vendor CAGE\Ext: 0L524

Shipment Number:

Shipment Date:

Invoice Number: CAGE-12345

Invoice Date: 2012-03-05

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.

Wide Area Workflow 5.2

User

User Vendor Documentation Lookup Logout

Vendor Documents from Active Folder for '4YQA3' (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	4YQA3	809144996			W9124712P0092											5000000100		2012-03-06	Processed
2	GFEBSP2P	Receiving Report	4YQA3	809144996			W9124712P0092		4000000233	2012-03-06			Submitted								

WAWF History shows Receiving Report for Confirmation and Invoice

Wide Area Workflow 5.2

User Vendor Documentation Lookup Logout

Vendor Documents from Active Folder for '4YQA3' (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	4YQA3	809144996			W9124712P0092		4000000233	2012-03-06		2012-03-06	Accepted

WAWF Receiving Report status updated "Accepted" when Acceptor posts in GFEB
WAWF Invoice status updated to "Processed" when posts in GFEB