

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 holding a military helmet. On the right, a woman wearing a red headscarf is smiling, and next to her, a soldier's face is visible. The overall scene is set in a dusty, outdoor environment, likely a military base or a conflict zone.

# General Fund Enterprise Business System (GFEBS)

## Supplier Self-Services (SUS) Vendor Training for Value 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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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  
Expense 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				

4

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 / <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">5</span>	Y <input type="checkbox"/> <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">6</span>	DoD Contract (FAR)	W9124712P0091 <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">7</span>		N <input type="checkbox"/> <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">8</span>

\* = 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

10

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

12

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: 1000000177

Document Name: W9124712P0092

Document Date: 03/05/2012

Purchase Order No.: 4502002550

Requested Follow-On Documents: Purchase Order Response, Confirmation, Goods Receipt, 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
▼	<a href="#">1</a>	0010	AA	AA	New			<a href="#">HP Blade C7000 Server</a>	1.000 Activ.unit	9,950.00 USD	0.000 Activ.unit	Timeframe	
↳	<a href="#">1.1</a>	0010	AA	AA	New		Standard Line	<a href="#">HP Blade C7000 Server</a>	9,950.000 Activ.unit	9,950.00 USD	0.000 Activ.unit		
▼	<a href="#">2</a>	0010	AB	AA	New			<a href="#">HP Server Rack</a>	1.000 Activ.unit	2,250.00 USD	0.000 Activ.unit	Timeframe	
↳	<a href="#">2.1</a>	0010	AB	AA	New		Standard Line	<a href="#">HP Server Rack Assembly</a>	2,250.000 Activ.unit	2,250.00 USD	0.000 Activ.unit		
▼	<a href="#">3</a>	0020	AA	AA	New			<a href="#">Ethernet Cables - 200 Pack</a>	1.000 Activ.unit	250.00 USD	0.000 Activ.unit	Timeframe	
↳	<a href="#">3.1</a>	0020	AA	AA	New		Standard Line	<a href="#">Ethernet Cables Install</a>	250.000 Activ.unit	250.00 USD	0.000 Activ.unit		
▼	<a href="#">4</a>	0030	AA	AA	New			<a href="#">Server Installation</a>	1.000 Activ.unit	250.00 USD	0.000 Activ.unit	Timeframe	
↳	<a href="#">4.1</a>	0030	AA	AA	New		Standard Line	<a href="#">Server Installation</a>	250.000 Activ.unit	250.00 USD	0.000 Activ.unit		

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 ASNs](#)

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

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

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

- [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 SUS Service (or Value based) Invoice

SAP SRM Home | Find | Help | FAQ | Log off

Display Purchase Order

Display Purchase Order

**Process** | Display Document Flow | Print | Download

**Basic Data**

Document Number: 100000177  
 Document Name: W9124712P0092  
 Document Date: 03/05/2012  
 Purchase Order No.: 4502002550  
 Requested Follow-On Documents: Purchase Order Response, Confirmation, Goods Receipt, Invoice  
 Status: New

**Item Overview**

Number	CLIN	SLIN	ACRN	Status	Product	Line Type	Description	Order quantity	Purchase Order Value
1	0010	AA	AA	New			HP Blade C7000 Server	1.000 Activ unit	9.950.00 USD
1.1	0010	AA	AA	New		Standard Line	HP Blade C7000 Server	9.950.000 Activ unit	9.950.00 USD

## 1. Process or Acknowledge award/change

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

**Process Confirmation**

**Confirm** | Save | Cancel | Update Prices | Print | Download

**Basic Data**

Confirmation: 4900000233  
 Document Name: W9124712P0092  
 Document Date: 03/05/2012  
 Purchase Order No.: 4502002550  
 Service Agent Name: JOSEPH BROWN  
 Service Location: COMPUTER CENTER  
 Status: In Process

**Item Overview**

Number	CLIN	SLIN	ACRN	Status	Product	Product Type	Line Type	Description	Quantity	Unit of Measure	Ordered	Open
1	0040	AA	AA	In Process				Data Center Support		Activ unit		
1.1	0040	AA	AA	In Process		Service	Standard Line	Data Center Support	90	Activ unit	750.000 Activ unit	750.000 Activ unit

## 2. Confirm amount of service provided

- Notice open amount provided
- Enter amount to invoice per CLIN in quantity

**Process Invoice**

**Send** | Save | Cancel | Update Prices | Print | Download

**Basic Data**

Invoice: CAGE-12345  
 Status: In Process  
 Description: W9124712P0092  
 Document Date: 03/05/2012  
 External Reference: 4502002550  
 Unplanned Delivery Costs: 0.00 USD

**Products and Services**

Number	CLIN	SLIN	ACRN	Product Type	Product	Description	Quantity	Unit of Measure	Net Value
10						HP Blade C7000 Server	1.000	Activ unit	1,000.00 USD
20						HP Server Rack	1.000	Activ unit	500.00 USD
30						Ethernet Cables - 200 Pack	1.000	Activ unit	50.00 USD
40						Server Installation	1.000	Activ unit	50.00 USD
50						Server Rack Installation	1.000	Activ unit	150.00 USD
60						Data Center Support	1.000	Activ unit	50.00 USD

## 3. Update invoice reference and send invoice

- Reference must contain CAGE code
- CLIN amounts defaulted from confirmation
- Confirmed/accepted amount must match for payment certification

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

**SAP SRM** Home | Find | Help | FAQ | Log off

Display Purchase Order

Display Purchase Order

**Process** Display Document Flow Print Download

**Basic Data**

Document Number: 1000000177  
 Document Name: W9124712P0092  
 Document Date: 03/05/2012  
 Purchase Order No.: 4502002550  
 Requested Follow-On Documents: Purchase Order Response, Confirmation, Goods Receipt, 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
▼	<a href="#">1</a>	0010	AA	AA	New			<a href="#">HP Blade C7000 Server</a>	1.000 Activ.unit	9,950.00 USD	0.000 Activ.unit	Timeframe	
↳	<a href="#">1.1</a>	0010	AA	AA	New		Standard Line	<a href="#">HP Blade C7000 Server</a>	9,950.000 Activ.unit	9,950.00 USD	0.000 Activ.unit		
▼	<a href="#">2</a>	0010	AB	AA	New			<a href="#">HP Server Rack</a>	1.000 Activ.unit	2,250.00 USD	0.000 Activ.unit	Timeframe	
↳	<a href="#">2.1</a>	0010	AB	AA	New		Standard Line	<a href="#">HP Server Rack Assembly</a>	2,250.000 Activ.unit	2,250.00 USD	0.000 Activ.unit		
▼	<a href="#">3</a>	0020	AA	AA	New			<a href="#">Ethernet Cables - 200 Pack</a>	1.000 Activ.unit	250.00 USD	0.000 Activ.unit	Timeframe	
↳	<a href="#">3.1</a>	0020	AA	AA	New		Standard Line	<a href="#">Ethernet Cables Install</a>	250.000 Activ.unit	250.00 USD	0.000 Activ.unit		
▼	<a href="#">4</a>	0030	AA	AA	New			<a href="#">Server Installation</a>	1.000 Activ.unit	250.00 USD	0.000 Activ.unit	Timeframe	
↳	<a href="#">4.1</a>	0030	AA	AA	New		Standard Line	<a href="#">Server Installation</a>	250.000 Activ.unit	250.00 USD	0.000 Activ.unit		

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

Process Purchase Order

Send Save Cancel Update Prices Print Download

Basic Data

Document Number: 1000000177  
 Document Name: W9124712P0092  
 Document Date: 03/05/2012  
 Purchase Order No.: 4502002550  
 Requested Follow-On Documents: Purchase Order Response, Confirmation, Goods Receipt, 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
▼	1	0010	AA	AA	In Process			HP Blade C7000 Server	1.000 Activ.unit	9,950.00 USD	1.000 Activ.unit	Timeframe	Timeframe
└	1.1	0010	AA	AA	In Process		Standard Line	HP Blade C7000 Server	9,950.000 Activ.unit	9,950.000 USD	9,950.000 Activ.unit		
▼	2	0010	AB	AA	In Process			HP Server Rack	1.000 Activ.unit	2,250.00 USD	1.000 Activ.unit	Timeframe	Timeframe

PO will show 2 lines for each service CLIN with unit of measure AU (activity unit) and amount  
 Review PO CLIN data to make sure amount matches award

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

Process Purchase Order

Send Save Cancel Update Prices Print Download

Basic Data

Document Number: 1000000177  
 Document Name: W9124712P0092  
 Document Date: 03/05/2012  
 Purchase Order No.: 4502002550  
 Requested Follow-On Documents: Purchase Order Response, Confirmation, Goods Receipt, 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
▼	3	0040	AA	AA	In Process			Data Center Support	1.000 Activ.unit	750.00 USD	1.000 Activ.unit	Timeframe	03/08/2012
└	3.1	0040	AA	AA	In Process		Standard Line	Data Center Support	750.000 Activ.unit	750.00 USD	750.000 Activ.unit		

Page 2 of 2

Confirm All Items Reject All Items Deselect All Items Expand All Collapse All

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”**

**Basic Data**

Document Number: 1000000177  
Document Name: W9124712P0092  
Document Date: 03/05/2012  
Purchase Order No.: 4502002560  
Requested Follow-On Documents: Purchase Order Response, Confirmation, Goods Receipt, 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
1.	0040	AA	AA	 Confirmed		Standard Line	Data Center Support	1.000 Activ.unit	750.00 USD	1.000 Activ.unit	Timeframe	Timeframe
1.	0040	AA	AA	Confirmed		Standard Line	Data Center Support	750.000 Activ.unit	750.00 USD	750.000 Activ.unit		

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 Confirmation** Display History Display Document Flow Print Download

**Basic Data**

Document Number: 1000000177  
Document Name: W9124712P0092  
Document Date: 03/05/2012

2. Now able to select **“Create Confirmation”** to notify acceptor of service provided

Process Confirmation

[Confirm](#) [Save](#) [Cancel](#) [Update Prices](#) [Print](#) [Download](#)

Basic Data

Confirmation	<input type="text" value="4000000233"/>
*Document Name	<input type="text" value="W9124712P0092"/>
Document Date	<input type="text" value="03/08/2012"/>
Purchase Order No.	<input type="text" value="4502002550"/>
Service Agent Name	<input type="text"/>
Service Location	<input type="text"/>
Status	<input type="text" value="Created"/>

Item Overview

	Number	CLIN	SLIN	ACRN	Status	Product	Product Type	Line Type	Description	Quantity	Unit of Measure	Ordered	Open	Net Value	Delete Item	Item Selection
▼	1	0010	AA	AA	In Process				HP Blade C7000 Server		Activ.unit			0.00 USD		<input type="checkbox"/> Propose Quantity
└	1.1	0010	AA	AA	In Process		Service	Standard Line	HP Blade C7000 Server	0.000	Activ.unit	9,950.000 Activ.unit	9,950.000 Activ.unit	0.00 USD		<input type="checkbox"/> Propose Quantity
▼	2	0010	AB	AA	In Process				HP Server Rack		Activ.unit			0.00 USD		<input type="checkbox"/> Propose Quantity

PO lines are shown with total “Ordered” amount and current “Open” amount

Optional: Fill in “Service Agent Name” and “Service Location” in the Basic Data Section with free form text to Acceptor

Process Confirmation

**Basic Data**

Confirmation: 400000233  
 \*Document Name: W9124712P0092  
 Document Date: 03/06/2012  
 Purchase Order No.: 4502002550  
 Service Agent Name: SEPH BROWN  
 Service Location: COMPUTER CENTER  
 Status: In Process

**Item Overview**

	Number	CLIN	SLIN	ACRN	Status	Product	Product Type	Line Type	Description	Quantity	Unit of Measure	Ordered	Open	Net Value	Delete Item	Item Selection
▼	5	0040	AA	AA	In Process				Data Center Support		Activ.unit			0.00 USD		<input type="checkbox"/> Propose Quantity
L	5.1	0040	AA	AA	In Process		Service	Standard Line	Data Center Support	50	Activ.unit	750.000 Activ.unit	750.000 Activ.unit	0.00 USD		<input type="checkbox"/> Propose Quantity

In “**Quantity**” field, enter the **amount** of the service performed for each Contract CLIN / SLIN

NOTE: Common error to enter “1 Activity unit” which is only for \$1.00.

Optional: Enter Service Agent Name and Service Location in the Basic Data Section  
 Select “**Confirm**” to send to acceptor

## Messages

- Success:Your changes have been adopted successfully
- Warning:Performance timeframe is in the future ( Item 1 .1 )
- Warning:Performance timeframe is in the future ( Item 2 .1 )
- Warning:Performance timeframe is in the future ( Item 3 .1 )
- Warning:Performance timeframe is in the future ( Item 4 .1 )

## Display Confirmation

[Create Invoice](#) [Copy](#) [Display Document Flow](#) [Print](#) [Download](#)

## Basic Data

Confirmation: 4000000233

\*Document Name: W9124712P0092

Document Date: 03/06/2012

Purchase Order No.: 4502002550

Service Agent Name: JOSEPH BROV

Service Location: COMPUTER CENTER

Status: Completion Reported

## Item Overview

	Number	CLIN	SLIN	ACRN	Status
▼	<a href="#">8</a>	0040	AA	AA	Sent
└	<a href="#">8_1</a>	0040	AA	AA	Sent

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

3. Now ready to “Create Invoice” from the confirmation of service sent to Acceptor

Display Confirmation

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

**Basic Data**

Confirmation: 4000000233  
Document Name: W9124712P0092  
Document Date: 03/06/2012  
Purchase Order No.: 4502002550  
Status: Completion Reported

**Item Overview**

Number	CLIN	SLIN	ACRN	Product Type	Description
<a href="#">70</a>	0010	AA	AA	Service	<a href="#">HP Blade C7000 Server</a>
<a href="#">80</a>	0010	AB	AA	Service	<a href="#">HP Server Rack</a>

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

Process Invoice

Send Save Cancel Update Prices Print Download

Basic Data

Invoice: 5000000100

Status: In Process

Description: W9124712P0092

Document Date: 03/08/2012

External Reference: 4502002550

Unplanned Delivery Costs: 0.00 USD

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 16 characters), example "0L524-1234567890"**

Products and Services

Amount defaults

Number	CLIN	SLIN	ACRN	Product Type	Product	Description	Quantity	Unit of Measure	Net Value
<a href="#">10</a>						HP Blade C7000 Server	1.000	Activ.unit	1,000.00 USD
<a href="#">20</a>						HP Server Rack	1.000	Activ.unit	500.00 USD
<a href="#">30</a>						Ethernet Cables - 200 Pack	1.000	Activ.unit	50.00 USD
<a href="#">40</a>						Server Installation	1.000	Activ.unit	50.00 USD
<a href="#">50</a>						Server Rack Installation	1.000	Activ.unit	150.00 USD
<a href="#">60</a>						Data Center Support	1.000	Activ.unit	50.00 USD

Price Information

Condition	Value
Net Value	1,800.00 USD
Unplanned Delivery Costs	0.00 USD
Tax	0.00 USD
Gross Price	1,800.00 USD

Total Net Value is also provided →

Terms of Payment

Payment in Days	Discount in %
30	0.000
0	0.000
0	

After review and Invoice number change Select "Send"

## Messages

Success: Your changes have been adopted successfully

Message Invoice successfully processed

## Display Invoice

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

## Basic Data

Invoice **CAGE-12345**

Status

Status (New)

Description

Document Date

External Reference

Unplanned Delivery Costs

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:

Once confirmation accepted, 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**”

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**”)

**SAP SRM** [Home](#) | [Find](#) | [Help](#) | [FAQ](#) | [Log off](#) 

Display Purchase Order

**Display Purchase Order**

Process **Display Document Flow** Print Download

**Basic Data**

Document Number: 1000000177  
 Document Name: W9124712P0092  
 Document Date: 03/05/2012  
 Purchase Order No.: 4502002550  
 Requested Follow-On Documents: Purchase Order Response, Confirmation, Goods Receipt, 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
▼	<a href="#">1</a>	0010	AA	AA	New			<a href="#">HP Blade C7000 Server</a>	1.000 Activ.unit	9,950.00 USD	0.000 Activ.unit	Timeframe	
└	<a href="#">1.1</a>	0010	AA	AA	New		Standard Line	<a href="#">HP Blade C7000 Server</a>	9,950.000 Activ.unit	9,950.00 USD	0.000 Activ.unit		
▼	<a href="#">2</a>	0010	AB	AA	New			<a href="#">HP Server Rack</a>	1.000 Activ.unit	2,250.00 USD	0.000 Activ.unit	Timeframe	
└	<a href="#">2.1</a>	0010	AB	AA	New		Standard Line	<a href="#">HP Server Rack Assembly</a>	2,250.000 Activ.unit	2,250.00 USD	0.000 Activ.unit		
▼	<a href="#">3</a>	0020	AA	AA	New			<a href="#">Ethernet Cables - 200 Pack</a>	1.000 Activ.unit	250.00 USD	0.000 Activ.unit	Timeframe	
└	<a href="#">3.1</a>	0020	AA	AA	New		Standard Line	<a href="#">Ethernet Cables Install</a>	250.000 Activ.unit	250.00 USD	0.000 Activ.unit		
▼	<a href="#">4</a>	0030	AA	AA	New			<a href="#">Server Installation</a>	1.000 Activ.unit	250.00 USD	0.000 Activ.unit	Timeframe	
└	<a href="#">4.1</a>	0030	AA	AA	New		Standard Line	<a href="#">Server Installation</a>	250.000 Activ.unit	250.00 USD	0.000 Activ.unit		

# 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](mailto:army.gfebs.helpdesk@mail.mil) or by phone 866-757-9771.

Second contact SUS Pilot Support team at [usarmy.pentagon.hqda-asa-fm.mbx.sus@mail.mil](mailto:usarmy.pentagon.hqda-asa-fm.mbx.sus@mail.mil)

# WAWF Notification & Vendor Folder updated

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

From: [RA2NOREPLY@ecedi.nit.disa.mil](mailto:RA2NOREPLY@ecedi.nit.disa.mil) [RA2NOREPLY@ecedi.nit.disa.mil]

Sent: Tuesday, March 06, 2012 12:59 PM

To:

Subject: W9124712P0092\4YQA3\RR\4000000233\GFEBSP2P\Accepted

Action System: GFEBSP2P

Document Type: Receiving Report

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

Processed Date:

Contract Number: W9124712P0092

Delivery Order:

Vendor CAGE\Ext: 4YQA3

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](mailto:RA2NOREPLY@ecedi.nit.disa.mil) [RA2NOREPLY@ecedi.nit.disa.mil]

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

To:

Subject: W9124712P0092\\4YQA3\CI\5000000100\GFEBSP2P\Processed

Action System: GFEBSP2P

Document Type: Invoice

Acceptance Date:

Processed Date:

Contract Number: W9124712P0092

Delivery Order:

Vendor CAGE\Ext: 4YQA3

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.

## 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			<a href="#">W9124712P0092</a>											<a href="#">5000000100</a>			2012-03-06	Processed
2	GFEBSP2P	Receiving Report	4YQA3	809144996			<a href="#">W9124712P0092</a>		<a href="#">4000000233</a>	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			<a href="#">W9124712P0092</a>		<a href="#">4000000233</a>	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