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)

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 reviw

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/

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:

PRD - 600

SAP Easy Access - User Menu fo

Menu ▲ [   ] ◄ [Log off] [System ▲] [Use

▼ 📁 Favorites
  ▼ 📁 SUS
    ✳ VL06I – Inbound Delivery Monitor – for SUS qty based
    ✳ ML81N – Service Entry Sheet – for SUS value based
    ✳ ML84 – List of Service Entry Sheets – for SUS value based
    ✳ ME23N – Display Purchase Order
    ✳ MIGO – Goods Movement
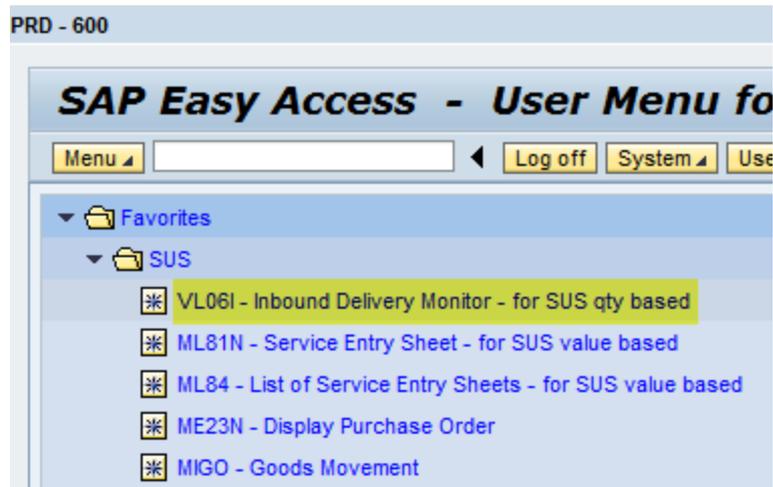
Quantity based Purchase Orders (POs) generate Inbound Deliveries from SUS ASN Notification ran nightly for open inbound deliveries

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

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

*See Backup information to locate vendor if unknown for assigned contract

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

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

Review vendor submitted information for accuracy
Change "Document Date" to current date (if needed)

If approve, select "**Post Goods Receipt**" and "**Save**"
If do not approve, must still "**Post Goods Receipt**" and "**Save**" then return to vendor

Message at bottom stating "Inbound delivery changed"
PO History shows Goods Receipt (=Acceptance) posted

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 | Hel

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	Σ	Order Quantity	OUn	C	Deliv. Date	Σ	Net Price	Per	OPU	Crcy	Purch.Req.	It
	✓	10	AA	0001		K		Youth Ministry Coordinator Services		12	MO	D	07/11/2015		2,730.62	1	MO	USD	10447839	
	✓	20	AB	1001		F		Youth Coordinator		12	MO	D	06/12/2015		2,761.78	1	MO	USD	10708525	
										24	MO				5,492.40			USD		

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	Σ	Quantity	Σ	Amount in LC	Σ	Amount	Time of Entry	Reference	Batch	GR/IR clearing value in
101	5001957225 Goods Receipt	1	07/14/2015		1		2,730.62		2,730.62	07:22:22	3000000800		Reference to SUS ASN submitted
101	5001922135 for acceptance	1	06/23/2015		1		2,730.62		2,730.62	07:38:52	3000000781		
101	5001848974	1	05/12/2015		1		2,730.62		2,730.62	09:37:21	3000000756		
invoice	5102738175	1	07/13/2015		1		2,730.62		2,730.62	21:35:17			
	5102526677	1	06/22/2015		1		2,730.62		2,730.62	13:58:29			
	5102130642	1	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	GM	Purch.Doc.	Item	Material	Description	Delivery quantity	SU	Deliv.date	Vendor	Name of vendor	Plnt	External Delivery ID	GS	Ref.doc.	Ref.doc.	RefItm	RefItm
3100001286	A	4502001358	10		MUSICIANS	1	MO	09/30/2014	4BC08	MSB ANALYTICS, INC.	JCK1	3000000843	A	4502001358	4502001358	220	220
3100001286	A	4502001358	20		CATHOLIC RELIGIOUS EDUCATOR	1	MO	09/30/2014	4BC08	MSB ANALYTICS, INC.	JCK1	3000000843	A	4502001358	4502001358	240	240
3100001286	A	4502001358	30		JEWISH RABBI	1	MO	09/30/2014	4BC08	MSB ANALYTICS, INC.	JCK1	3000000843	A	4502001358	4502001358	250	250
3100001286	A	4502001358	40		IMAM	1	MO	09/30/2014	4BC08	MSB ANALYTICS, INC.	JCK1	3000000843	A	4502001358	4502001358	260	260
3100001445	A	4506505584	10		CLIN 1001-CDC,YC, & SSI Custodial Servic	1	MO	09/30/2015	3EF96	US&S, INC.	JCK1	3000000839	A	4506505584	4506505584	31	31
3100001445	A	4506505584	20		CLIN 1003- Additional buffing per month	1	MO	09/30/2015	3EF96	US&S, INC.	JCK1	3000000839	A	4506505584	4506505584	51	51
3100001445	A	4506505584	30		CLIN 1002- Contracting Manpoer Reporting	1.000	EA	09/30/2015	3EF96	US&S, INC.	JCK1	3000000839	A	4506505584	4506505584	61	61

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