

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

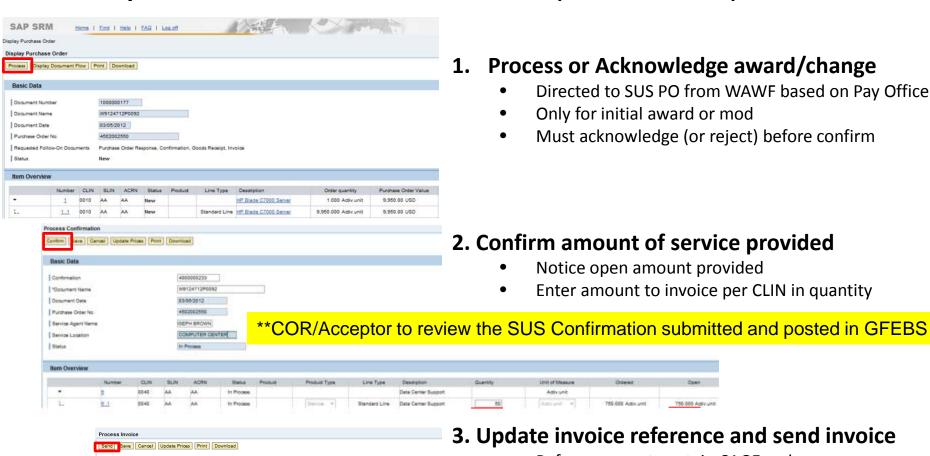
Utilizes standard GFEBS functionality

Improves Army end-to-end visibility and auditability

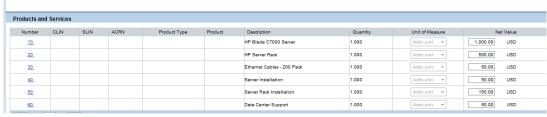
Defaults GFEBS PO obligation data to the vendor

- 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 SUS Vendor to Submit Service (or Value based) Invoice



- Reference <u>must</u> contain CAGE code
- CLIN amounts defaulted from confirmation
- COR accepted amount <u>must</u> match for DFAS to perform payment certification



CAGE-12345

W9124712P0092

0.00 USD

03/06/2012

In Process

Invoice

Description

Document Date

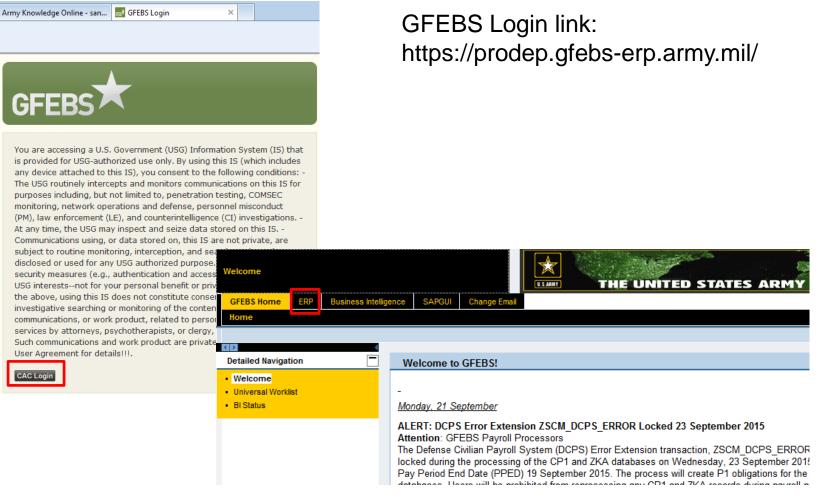
External Reference

Unplanned Delivery Costs



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





Requires SUS_GR_PROCESSOR role to post acceptance/goods receipt Required pre-requisite training includes:

L250E Acquisition Process Overview
L251E Accounts Payable Process Overview

Suggested transaction codes to add to Favorites in GFEBS:

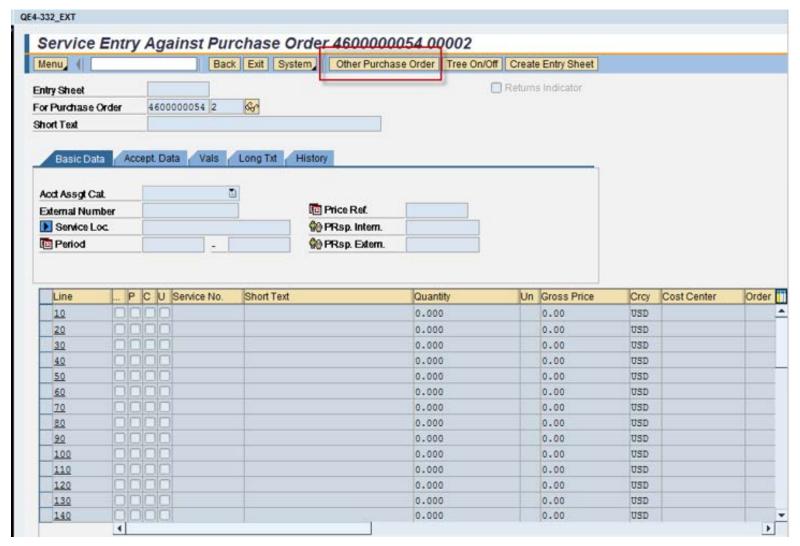


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Value based Purchase Orders (POs) generate Service Entry Sheets (SES) **Use transaction code ML81N** to review and post service acceptance

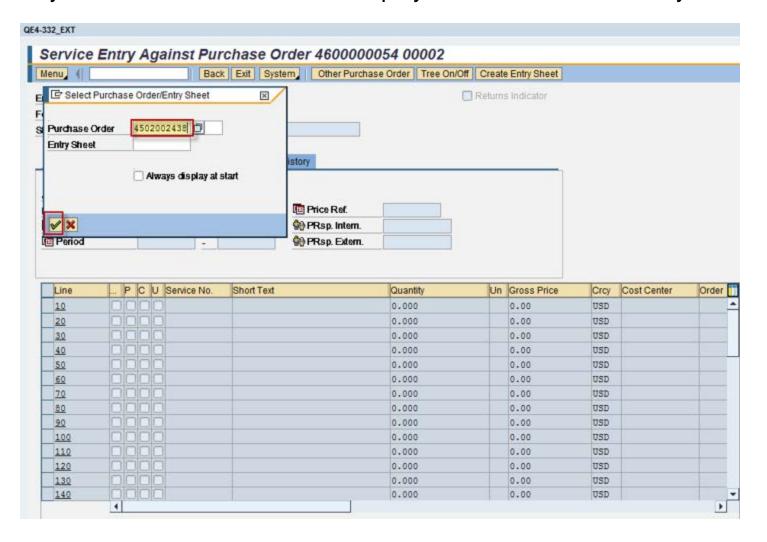
Locate PO* for assigned contract and select "Other Purchase Order"





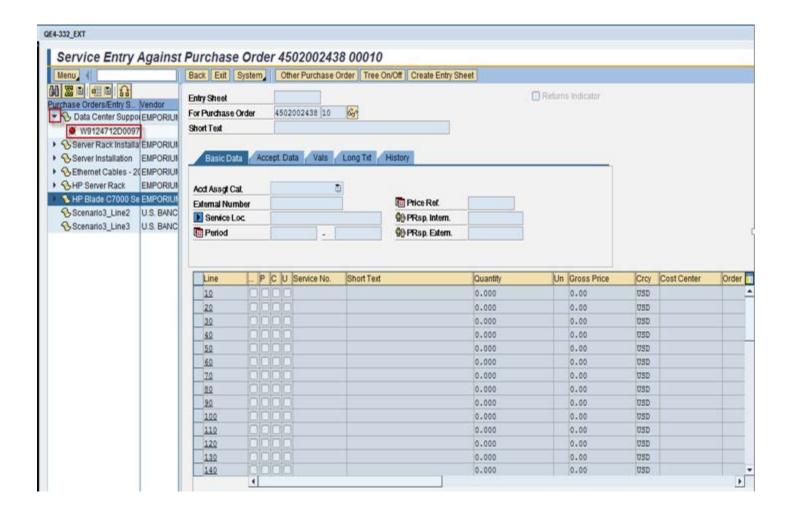
Enter PO number and GREEN check to display SES entered against PO

Note: Entry sheet number can also be displayed on the PO line history tab.





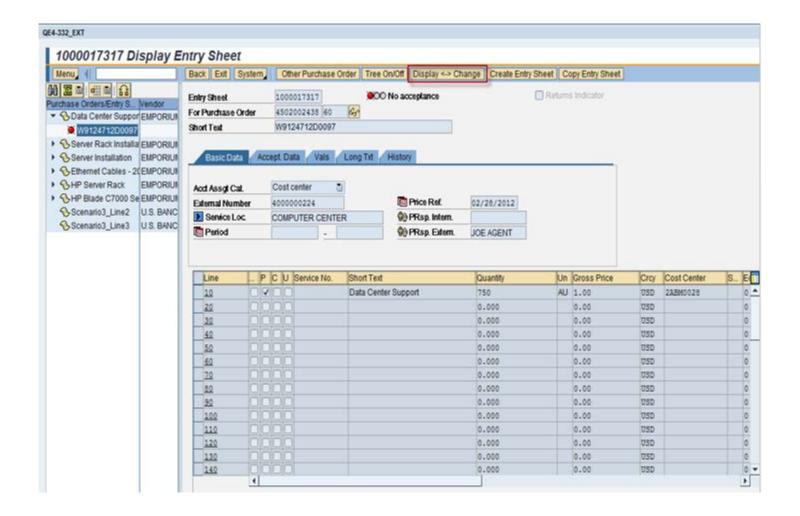
Expand description to see OPEN SES (RED) to review Double-click contract number to open submitted SES for review



Note: RED indicator means SES not yet accepted

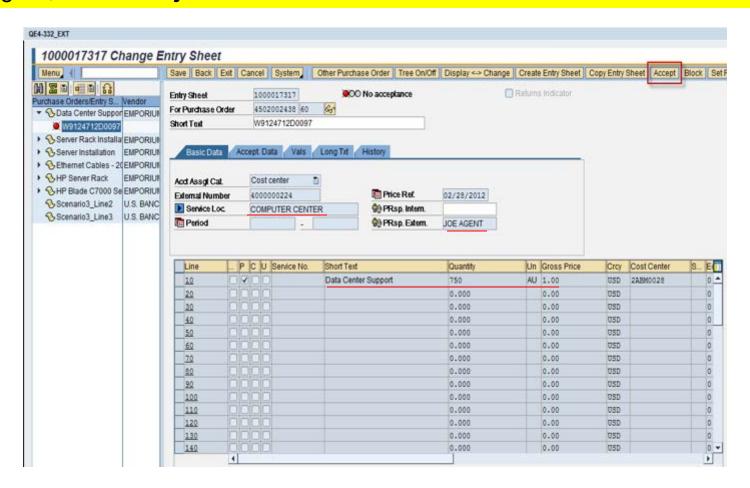


Select "**Display <-> Change**" to toggle from Display to Change to post acceptance or rejection





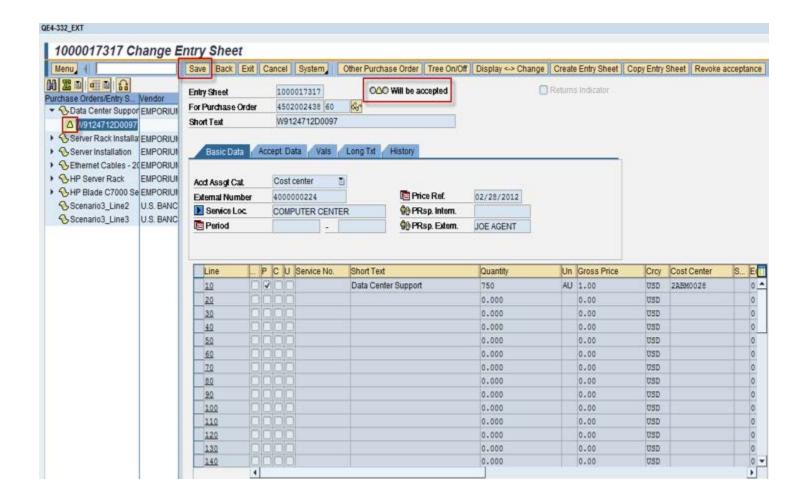
Review Short text, Service Location (if populate) and Quantity for the Amount If agree, change date as needed and Select "Accept" If disagree, Select "Reject"



Note: If date of acceptance is different than date submitted, change **Document Date** on "**Accept. Data**" tab <u>prior</u> to "**Accept**"

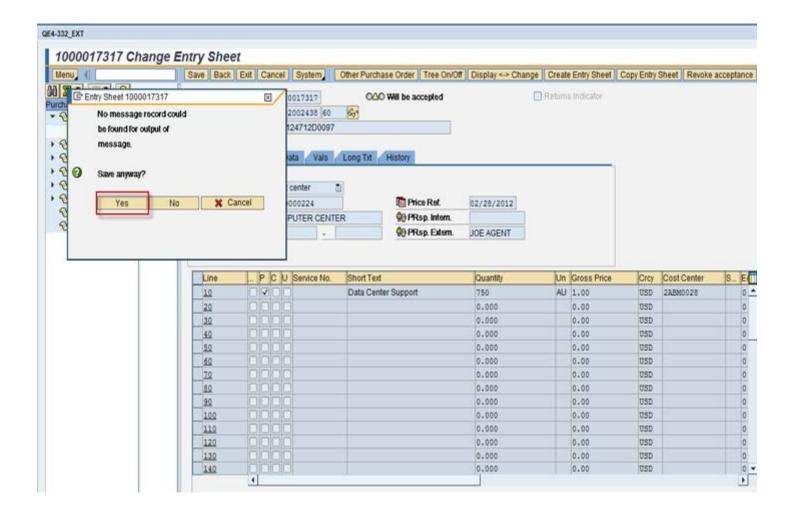


Must select "SAVE" to post acceptance or rejection





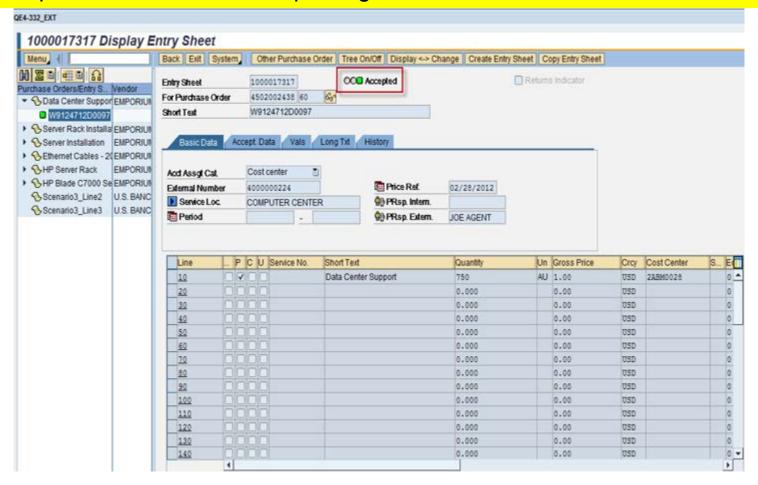
System allows for output (printed copy) if needed for service agent to get signed, but GFEBS was not setup to print, so select "YES" to save without output





Notice now the status is changed to **GREEN** to show acceptance posted Process complete

The acceptance will create a GR posting that can be viewed on the PO line history

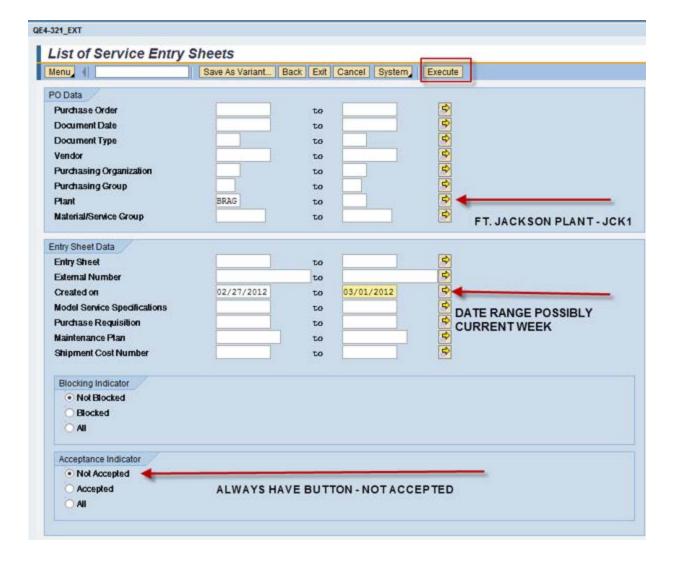


General Fund
Enterprise Business System
(GFEBS)

Backup Information

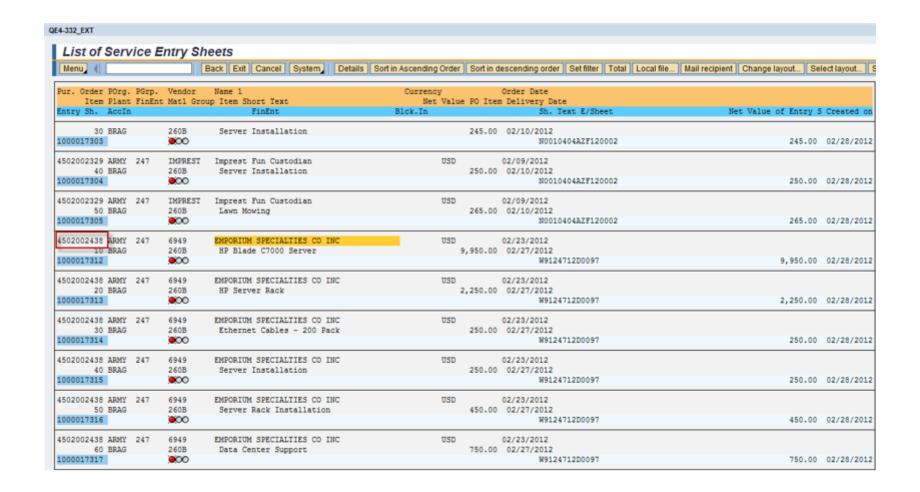


Tcode ML84 to list open Service Entry Sheets (SES)





PO or SES number can be copied and used in ML81n to accept or reject





Background Job listing open Service Entry Sheets (SES)

Pur. Order POrg. Item Plant Entry Sh.	•	Name 1 roup Item Short Text FinEnt	Currency Order Date Net Value PO Item Delivery Date Blck.In Sh. Text E/Sheet	Net Value of Entry S Created on
4509493549 ARMY 210 JCK1 1001055185	24C 518B5 252G	VMX INTERNATIONAL LLC EMERGENCY AND RELOCATION SERVICES	USD 03/27/2015 7,970.40 08/31/2015 W9124C12D00040009	2,845.04 06/17/2015
4550028248 ARMY 140 JCK1 1001194509 1001194746	24C 0K0U4 252G •00 •00	E D ENTERPRISES INC CLIN 2014- Pump Waste Water	USD 08/28/2015 5,328.00 09/01/2015 W9124C14D00010003 W9124C14D00010003	590.00 09/18/2015 590.00 09/18/2015

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