

The purpose of this letter is to notify all **AAFES CONUS VENDORS** that after 31 July 2008, AAFES will no longer be supplying paper copies of the **FEDI WALKER REPORT. (WKAPHQC3)**

Starting 1 August 2008 each vendor will be able to obtain this information from the **AAFES PARTNERS WEBSITE**: <https://partners.aafes.com>. Vendors who are not already registered may sign up at this website address.

The following instructions explain how vendors can pull the **FEDI WALKER** information from the **AAFES PARTNERS WEBSITE**.



## Welcome to the Exchange Partners On-Line Information Site.

Please feel free to review the following:

- [Tentative Schedule for Upcoming Sales Directorate Seminars 2008 - 2009](#)
- [RETEK Replenishment – 2008](#)
- [AAFES Store Grand Opening Schedule](#)
- [Command Letter 07-32 Procurement Policy](#)
- [Oracle Retail 22 February 2008](#)
- [AAFES FM March 2008](#)

### E-Business: Vendor Training Opportunities

A two-day program is hosted monthly by E-Business for AAFES Suppliers to learn about Data Synchronization, EPOL (Exchange Partners On-Line), Accounts Payable Workshop and a comprehensive Vendor Learning Seminar. Monthly sessions are hosted at AAFES headquarters, Dallas, TX. Registration form and Schedule for 2007 are available on the following link:  
[http://www.aafes.com/EDI/Vendor\\_Relations.htm](http://www.aafes.com/EDI/Vendor_Relations.htm).

Enter the USERNAME and PASSWORD you previously created.  
If this is your first visit to our website, please click on Register Now.

Username:

Password:

(passwords are case sensitive)

[Forget](#) your password?

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or [Register Now](#)

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Create your own user name and password. Each name/password must be a minimum of six characters long.

Click the “**Register Now**” button, and follow the prompts.

You will receive a message that states you have successfully completed step one.

Complete your registration processing by sending a message to [gore@aafes.com](mailto:gore@aafes.com). Include your vendor number. **Note:** If your vendor number is unknown, please provide a previously paid check number.

Once your organization has been added to the **AAFES PARTNERS WEBSITE** you will receive a reply **with** the following instructions.

**Steps to access the website:**

- 1.) Enter your Username and Password and select Logon.
- 2.) Click on "Vendor Invoice Inquiry".



**Welcome Back to Exchange Partners On-Line, bonnie!**

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- [SD Buyers Directory](#)

**ATTENTION:** If your company is minority-owned, woman-owned or veteran-owned, please update your supplier profile using the **Supplier Setup Manager** link below. If you have any questions, please contact our Supplier Diversity Department at [supplierdiversity@aafes.com](mailto:supplierdiversity@aafes.com).

[Category Management](#) - This site allows you to obtain category information.

[PO Printing](#) - This site allows you to view and print purchase orders.

[PO Tracking](#) - It allows the user to

see data about a purchase order in all AAFES freight systems. browse only

[POG's](#) - This site allows users access to Plan-O-Grams (POGs)

[Sales Promotion](#) - This site allows you to obtain sell through information for sales promotion events.

[SBR Scan/Schedule](#) - Page that allows assigned vendors to view two reports: SBR Inventory Scan and SBR Inventory Schedule

[SPS Bulletins](#) - This site allows you to request copies of Sales Promotion Bulletins.

[Supplier Setup Manager](#) - A .NET web application interface for vendors to either create their initial VMF record or make requests to update their VMF record

[Teradata Sales Information](#) - This site allows you to obtain sales figures.

[Transportation Management System \(TMS\)](#) - Transportation Management System (TMS)

[Vendor Invoice Inquiry](#) - This site allows you to view the status of your invoices.

[VMF Update](#) - This application is to allow the vendors to review and update the Supplier information and the shipping point for the items shipped to AAFES.

[Reports](#) - This site provides you access to a variety of reports.

[AAFES Home](#) - The AAFES home page.

[AAFES EDI Home](#) - The AAFES Electronic

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Click [here](#) to change your profile settings.

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- 3.) Click on the Enter button below the vendor number. **NOTE: If you have more than one vendor number to work, please click the arrow to the right as a drop down.** Select the vendor number you want to work and then click enter.



To use this site, you must know your AAFES Vendor Number, which is recorded on each AAFES accounts payable check issued and again in the contractor (PMT #) block of the AAFES purchase order.

**Vendor Number:** 999999999

Enter

[RETURN TO EXCHANGE PARTNERS ON-LINE MENU](#)

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#### MAILING ADDRESS/FAX NUMBER

**FOR CORRESPONDENCE:** ARMY & AIR FORCE EXCHANGE SERVICE  
PO BOX 660261  
DALLAS TX 75266-0261

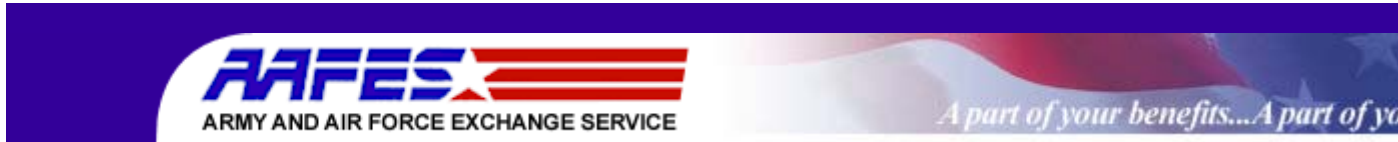
**FOR EXPRESS MAIL:** ARMY & AIR FORCE EXCHANGE SERVICE  
(FED EX, DHL, ETC.) ATTN: ACCOUNTS PAYABLE  
8901 Autobahn Drive  
DALLAS TX 75237-3939

**FAX NUMBER:** (214) 465-2900 Correspondence

HELP DESK SUPPORT: 1-800-527-6790

[Go Back To Home](#)

4.) Click on the first option, "Invoice Status Inquiry". **NOTE:** If you would like to view the charge/credit vouchers file, select "Charge Credit Voucher Status Inquiry". **Click on the folder to the left of the number to open.** Use landscape option when printing.



**W**elcome ----- to the Vendor Invoice Inquiry site.

This site is provided to allow our vendors to determine invoice payment status and/or to provide a point of contact when personal attention is required. This site will allow you to search for invoices by Invoice number, PO number, Check number, Due date and Paid date. You can search for a single invoice or use the range option.

**NOTE:** The system is updated daily between 12:30 a.m. and 3:30 a.m. CST, Monday through Friday and will not be available during this time. Additionally, the inquiry system will not be available Saturdays and Sundays.

Please indicate action desired:

[INVOICE STATUS INQUIRY](#)

[CHARGE CREDIT VOUCHER STATUS INQUIRY](#)

[REIMBURSEMENT STATUS INQUIRY](#)

**PERSONAL POINT OF CONTACT**

- [Vendors with US address](#)
- [Vendors with Europe address](#)
- [Vendors with Pacific address](#)

[RECONCILIATION TIPS](#)

[RETURN TO VENDOR SELECTION](#)

[RETURN TO EXCHANGE PARTNERS ON-LINE MENU](#)


5.) For a **90**-day review of payments/future payments, select "Search by Date".

Vendor Name: -----


Vendor Number: 99999999

[Go Back To Home](#)


[Search by Invoice](#)    [Search by PO](#)    [Search by Date](#)    [Search by Check](#)

Search by Paid Date:  


Invoices with remarks only -       to     



Search by Due Date:  

to     



[Go Back To Home](#)

- 6.) Click on the pull-down arrow to the right and select date shown for "Search by Paid Date". The second pull-down arrow is used to select the end range of the search. It will pull all payments made to you within those days.

Vendor Name: -----

Vendor Number: 99999999

[Go Back To Inquiry](#)

Click on the  symbol to view the CCV Report.

[Click here to view this data in Excel](#)  
1716 Invoice(s) Found!

Invoice Number	PO Number	Check Number	Check/Due Date	Curr. Type	Mdse. Cost	Discount	Net Inv. Cost	PPA
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USD -216.78      0.00 -216.78      0.00

7.) To display the details for a particular payment, click on the date or the check number. The screen will list only the invoices for that check. Press the back button to return to the **ninety** day list.

8.) Repeat the steps above for any future checks to be issued within the next **ninety** days. "Search by Due Date"

PERSONAL POINT OF CONTACT (ref. #4)...Click according to your location to view your accounts payable contact.

Note: The check number series will change from 1101 to 1200 for paper check and 1501 when payment has been sent as an electronic transmission.

Note: Non usage of website will purge your information. You must use within 90 days or re-register at this website.