

**INFORMATION TECHNOLOGY**

**VOLVO**

## **WebEDI Manual**

**Despatch Invoice**

## Despatch Invoice

*This is a manual aimed at Volvo suppliers that are using the web based application WebEDI. The purpose of the manual is to describe how to create despatch invoices in WebEDI.*

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### **General**

A log in procedure must be performed before invoices can be created in WebEDI.

#### User support

For user support concerning the log in to WebEDI please contact [cmsservices@volvo.com](mailto:cmsservices@volvo.com)

For user support concerning the WebEDI application please contact [support.edi@volvo.com](mailto:support.edi@volvo.com)

## Navigation

Once logged in to WebEDI a number of different operations can be performed in the collaboration with Volvo. The first page consists of news concerning WebEDI users. New postings should always be red since they may withhold information that is important for all Volvo suppliers using WebEDI. To the left on the page is the menu that is used to navigate between the different options in WebEDI; the user can always reach it during a session (a session starts when a user logs in and ends when the user logs out).

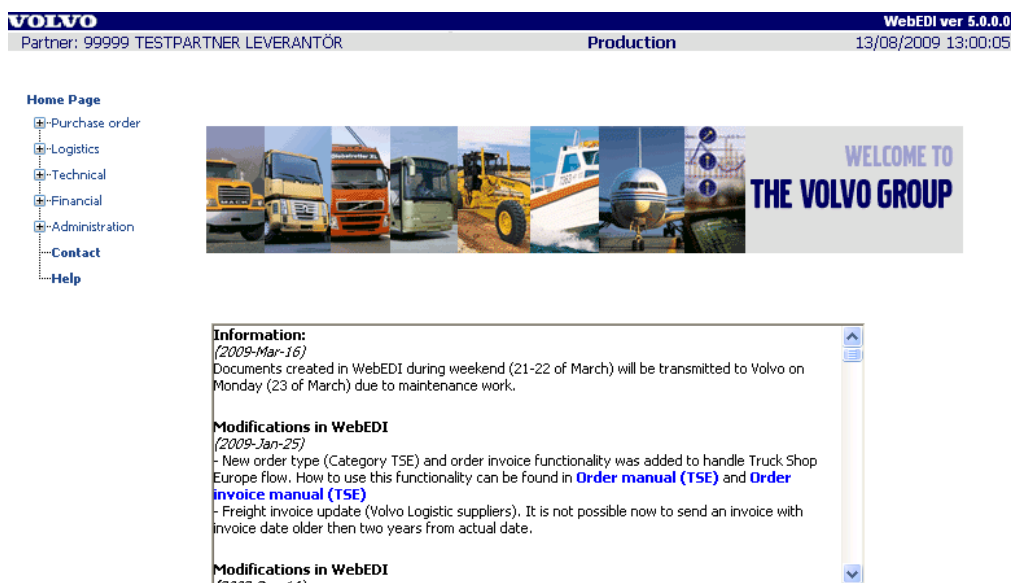


Figure 1 This is the WebEDI Home Page that is reached after the login

- At the top of the menu is the link called "Home Page" it can be clicked to return to the first page (see figure 1 above) of WebEDI at any time
- To contact WebEDI support by e-mail click the "Contact" link that is second from the bottom of the menu
- To get a hold of the manuals in WebEDI click the link "Help" that is first from the bottom of the menu
- NEVER use the navigation buttons in a web browser to go back or forward during a WebEDI session





## **How to get started with Despatch Invoices in WebEDI**

### ***General***

Once you have started using the Volvo WebEDI for despatch advices, invoicing is a natural way of following the logistics flow. The data you previously provided when creating the despatch advice will automatically be reused for creating the invoice. The despatch advice must be sent before getting access to the despatch invoice.

Some of Volvo plants are not yet included in the concept regarding invoicing on despatch, and therefore it is not possible to send the invoices to these clients from this application. Any invoice to these plants still needs to be sent via paper. The list of Volvo plants applicable for electronic invoices is available in the document [\*Volvo codes and addresses\*](#).

The screenshot shows the Volvo WebEDI interface. At the top, there is a header with the Volvo logo on the left, the partner name 'Partner: 99999 TESTPARTNER LEVERANTÖR' in the center, and 'Production' and 'WebEDI ver 5.0.0.0' on the right, along with the date and time '13/08/2009 13:00:05'. Below the header is a navigation menu on the left under 'Home Page', listing: Purchase order, Logistics, Technical, Financial, Invoice, Despatch Invoice, Order Invoice, Administration, Contact, and Help. The 'Despatch Invoice' menu item is highlighted with a red box, and its sub-items 'Create', 'In work', and 'Sent' are also visible. To the right of the menu is a banner with the text 'WELCOME TO THE VOLVO GROUP' and images of Volvo vehicles. Below the banner is a scrollable area containing information and modifications in WebEDI.

**Information:**  
(2009-Mar-16)  
Documents created in WebEDI during weekend (21-22 of March) will be transmitted to Volvo on Monday (23 of March) due to maintenance work.

**Modifications in WebEDI**  
(2009-Jan-25)  
- New order type (Category TSE) and order invoice functionality was added to handle Truck Shop Europe flow. How to use this functionality can be found in [Order manual \(TSE\)](#) and [Order invoice manual \(TSE\)](#)  
- Freight invoice update (Volvo Logistic suppliers). It is not possible now to send an invoice with invoice date older then two years from actual date.

**Modifications in WebEDI**  
(2009-Sep-10)

Figure 2 Navigate to "Despatch Invoice" by using the menu to the left on the page

## How to create a Despatch Invoice

The Despatch Invoice part of WebEDI has following functionality:

- Create  
Start up the registration of a new despatch invoice or delete permanently despatch advice note number.
- In work  
To continue the registration of a despatch invoice which is not completely finished or move invoice to the Create and start again or delete permanently.
- Sent  
To view earlier registrations of despatch invoices.

To start creating a despatch invoice click "Financial" in the menu. Continue with selecting "Despatch Invoice" and finally click "Create".

**VOLVO** Partner: 99999 TESTPARTNER LEVERANTÖR Production WebEDI ver 5.0.0.0 13/08/2009 13:00:05

Home Page

- Purchase order
- Logistics
- Technical
- Financial
  - Invoice
    - Despatch Invoice
      - Create**
      - In work
      - Sent
    - Order Invoice
  - Administration
  - Contact
  - Help

Select despatch advice Step 1/4 ?

Delete permanently	Despatch advice note no	Ship To	Created (edited) date
<input type="checkbox"/>	300809	1001	2009-07-29 14:18
<input type="checkbox"/>	300795	1001	2009-07-07 13:13
<input type="checkbox"/>	300793	1001	2009-07-06 17:10
<input type="checkbox"/>	334455	31971	2009-07-03 13:35
<input type="checkbox"/>	233453	4761	2009-06-26 15:50
<input type="checkbox"/>	300776	4761	2009-06-24 10:28
<input type="checkbox"/>	300767	4761	2009-06-23 15:50
<input type="checkbox"/>	4433	1001	2009-06-23 14:37
<input type="checkbox"/>	6677	31971	2009-06-23 14:17
<input type="checkbox"/>	300763	4761	2009-06-23 14:15
<input type="checkbox"/>	LKTEST6	31971	2009-06-23 10:54
<input type="checkbox"/>	300752	1001	2009-06-22 21:37
<input type="checkbox"/>	300753	1001	2009-06-22 21:37
<input type="checkbox"/>	300754	1001	2009-06-22 21:37
<input type="checkbox"/>	300755	1001	2009-06-22 21:37

Figure 3 Select invoice to register by clicking the despatch note number

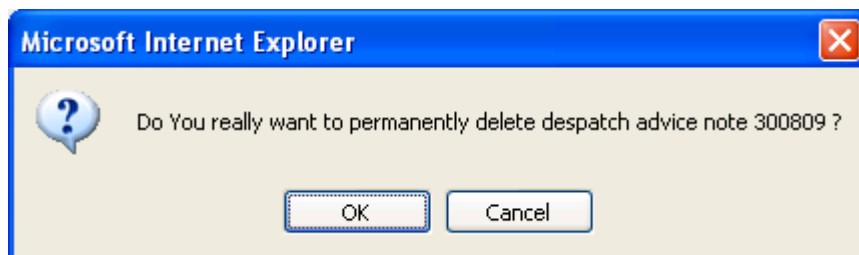
This page shows invoices to be registered based upon despatch advices previously made. To be able to check the details of the despatch advices please go to "Logistics" in the menu, then under "Despatch advice" and "Sent".

Select invoice to register by clicking on the corresponding despatch note number.

*If an error message appears saying that the order number suffix is incorrect, you need to contact Volvo's EDI support:*

Home page: <http://www.volvo.com/volvoit/edi/en-gb/Europe/> (service request web form)  
Phone: +46 31 662200

You can delete unused despatch advice note number **permanently** by checking proper option and confirm on window which shows up.



**VOLVO** Partner: 99999 TESTPARTNER LEVERANTÖR **Production** WebEDI ver 5.0.0.0 13/08/2009 13:00:05

Home Page  
 -Purchase order  
 -Logistics  
 -Technical  
 -Financial  
 -Invoice  
 -Despatch Invoice  
 -Create  
 -In work  
 -Sent  
 -Order Invoice  
 -Administration  
 -Contact  
 -Help

**Invoice for despatch note (300795)** Step 2/4 ?

**Information about customer and supplier**

Invoice number: 300795 \* Invoice date: 2009-07-07 \*

**Customer:** Supplier customer no: 222  
 Buyer: 1020 - Volvo Truck Corporation

**Seller:** Supplier No.: 99999  
 Name of supplier: TESTPARTNER LEVERANTÖR

Ship To: 1001 - VOLVO TRUCK, GÖTEBORG Official address: Gotheburg

VAT no: SE556013970001 VAT no: 555555 \*

Invoicing currency: KRW VAT rate: 6 \*  
 VAT Category: S \* Description

Home Currency: AUD \* Tax type code: Value added tax

Exchange rate: Exchange rate: Date of exchange rate: 2009-08-13 \*

Type of contract: 72 \* Description  
 Bank: Swedish Bank \*  
 Account holder name: Tommy Lee Jones \*  
 Bank account: 35083023672342 \*

Free text

Next

Figure 4 Fill in requested invoice information

Please replace the given invoice number based upon earlier selected despatch note number with your own valid invoice number.

- Invoice number:** Your invoice number (only allowed to use the same number once a year).
- Invoice date:** Your invoice date (default value is the despatch date; possible to change to a later date).
- Customer information
- Supplier customer no:** The customer number you have allocated for the Volvo customer in question.
- Buyer:** Name of the buying company (legal unit) within Volvo. Click the name for detailed information.
- Ship to:** The Volvo Id and name of the receiving unit within Volvo (click the name for detailed information).
- Home Currency:** Choose home currency (only if applicable). If the invoicing currency is the same as home currency leave home currency on "Select...".
- Exchange rate:** The exchange rate between invoicing currency and home currency (if applicable). The currency exchange shows how many units of the home currency you will need to pay for one unit of invoicing currency. It is possible to give maximum 5 decimal places.

If the invoicing currency is JPY and home currency is EUR, the exchange rate will be for example 0.00752 (for 1 JPY you need to pay 0.00752 EUR).



If the invoicing currency is EUR and the home currency is SEK, the exchange rate will be for example 9.35850 (for 1 EUR you need to pay 9.35850 SEK).

**Date of exchange rate:** Default value is current date, possible to change.

Supplier information

**Official address:** Location of the main office (enter if applicable or if required by national legislation).

**VAT no:** Your Value Added Tax number

**VAT rate:** Choose the VAT rate that is valid for the invoice. If you have multiple VAT rates on the invoice this will be handled on the line level.

**VAT Category:** Default is "S" (standard). Choose another code value if the VAT rate is 0. Click the link "Description" to get a list of possible codes.

**Tax type code:** Choose type of tax code. By default Value added tax.

**Type of contract:** Select type of contract (if applicable). Used when delivering to the US. Click the link "Description" to get a list of possible codes.

**Bank:** Name of the bank or financial institution you are using to receive payments from Volvo.

**Account holder name:** Name of the juridical person that holds the account.

**Account number:** Your bank account number.

*Account number is mandatory information on the invoice, but payment will be done according to earlier registered information at Volvo. If you want to change the Bank name and/or account number you have to inform the purchaser at Volvo.*

The information given in the fields **Official address**, **VAT no (supplier)**, **Bank** and **Account number** is saved automatically and will be displayed the next time you access this page. It is always the most current changes that are saved.

Use the "Next" button in the bottom right corner to proceed.

**VOLVO** WebEDI ver 5.0.0.0  
Partner: 99999 TESTPARTNER LEVERANTÖR Production 13/08/2009 13:00:05

Home Page  
-Purchase order  
-Logistics  
-Technical  
-Financial  
  -Invoice  
    -Despatch Invoice  
      -Create  
      -In work  
      -Sent  
    -Order Invoice  
-Administration  
-Contact  
-Help

**Invoice 300795** Step 3/4 ?

Enter article information for invoice 300795

Article number	Order number	Quantity	Price	Unit of price	Amount
<a href="#">20439548</a>	072624293199	12	13.00	1	156.00
<b>Sum</b>					<b>156.00</b>

Figure 5 Click the part number to register additional expenses or click "Next" to proceed

This page shows the part numbers included in your invoice. If you have any additional expenses to register, click on the corresponding part number.

Make sure that the part number prices and amounts are correct. If the prices and amounts on this page are wrong you must not proceed creating the invoice. If that is the case, price adjustments must be done on part numbers under the "Administration" menu and the invoice must be recreated under "Invoice" in the "Financial" menu. Any price adjustments done will not be realised until next time you create a despatch advice.

If you do not have any additional expenses to register, click on the "Next" button to proceed and turn to page 12 in this manual.

**VOLVO** WebEDI ver 5.0.0.0  
 Partner: 99999 TESTPARTNER LEVERANTÖR Production 13/08/2009 13:00:05

**Home Page**  
 -Purchase order  
 -Logistics  
 -Technical  
 -Financial  
 -Invoice  
 -Despatch Invoice  
 -Create  
 -In work  
 -Sent  
 -Order Invoice  
 -Administration  
 -Contact  
 -Help

**Invoice 300795** Step 3/4 ?

**Enter article information for invoice 300795**

Quantity	12	Unit	PCE
Price	13	Unit of price	1
Amount	156.00		
Despatch note	300795	Despatch date	2009-07-07
Country of origin	AT		

Expenses Vat rate: 6 * Expenses VAT Category: S * <a href="#">Description</a> Additional expenses: Painting Amount: 20	VAT rate: 6 * VAT Category: S * <a href="#">Description</a> Type of contract: 72 * <a href="#">Description</a>
---	--

Save Undo changes

Article number	Order number	Quantity	Price	Unit of price	Amount
→ 20439548	072624293199	12	13.00	1	156.00
<b>Sum</b>					<b>156.00</b>

Previous

Figure 6 Fill in the additional expenses details

You will reach this screen after clicking on the part number in the previous screen to add additional expenses.

**Expenses VAT rate:**

Specify VAT rate applicable for the additional expenses.

**Expenses VAT category:**

Default is "S" (standard). Choose another code if the VAT rate is 0. Click the link "Description" to get a list of possible codes.

**Additional expenses:**

Choose type of additional expenses among the available code values.

**Amount:**

Specify amount of additional expenses to be invoiced.

When all fields are filled in, click the "Save" button to keep the given data or, if something is incorrect, press the "Undo changes" button to clear all fields.

**VOLVO** WebEDI ver 5.0.0.0  
Partner: 99999 TESTPARTNER LEVERANTÖR Production 13/08/2009 13:00:05

**Home Page**

- Purchase order
- Logistics
- Technical
- Financial
  - Invoice
    - Dispatch Invoice
      - Create
      - In work
      - Sent
    - Order Invoice
  - Administration
- Contact
- Help

**Invoice 300795** Step 3/4 ?

Enter article information for invoice 300795

	Article number	Order number	Quantity	Price	Unit of price	Amount	Extra Type
	<a href="#">20439548</a>	072624293199	12	13.00	1	156.00	20.00 ACJ
<b>Sum</b>						<b>156.00</b>	

Next

Figure 7 Check the amounts, proceed by clicking "Next"

Check that all amounts are correct, then proceed to the next step by using the "Next" button.

**VOLVO** WebEDI ver 5.0.0.0  
 Partner: 99999 TESTPARTNER LEVERANTÖR Production 13/08/2009 13:00:05

Home Page

- [-] Purchase order
- [-] Logistics
- [-] Technical
- [-] Financial
  - [-] Invoice
    - [-] Despatch Invoice
      - [-] Create
      - [-] In work
      - [-] Sent
    - [-] Order Invoice
  - [-] Administration
  - [-] Contact
  - [-] Help

**Enter invoice** Step 4/4 ?

**Totals for invoice 300795**

Article total (excl. VAT)	156.00
Total additional expenses	20.00
Total (excl. VAT)	176.00
VAT 6 %	10.56
VAT Total	10.56 KRW
<b>Total</b>	<b>186.56 KRW</b>

Figure 8 Check the total amounts. To modify, click "Adjust". To send the invoice click "Send invoice".

You are now given the possibility to check the total amount of the invoice before it will be sent to Volvo.

- Article total (excl. VAT):** The amount for the articles without VAT and additional expenses.
- Total additional expenses:** Total additional expenses without VAT.
- Total (excl. VAT):** Total amount including additional expenses without VAT.
- VAT 6%:** VAT amount for percentage rate 6%
- VAT Total:** Total VAT amount
- Total:** Total invoice amount

If all amounts are correct, send the invoice to Volvo by clicking on the "Send invoice" button.

If any changes have to be made, click the "Adjust" button.

The screenshot displays the Volvo WebEDI interface. At the top, a dark blue header contains the Volvo logo on the left and 'WebEDI ver 5.0.0.0' on the right. Below this, a light grey bar shows 'Partner: 99999 TESTPARTNER LEVERANTÖR', 'Production', and the timestamp '13/08/2009 13:00:05'. The main content area is divided into a left sidebar and a central panel. The sidebar, titled 'Home Page', lists several menu items: 'Purchase order', 'Logistics', 'Technical', 'Financial', 'Invoice', 'Despatch Invoice', 'Order Invoice', 'Administration', 'Contact', and 'Help'. The 'Financial' menu is expanded, showing sub-items: 'Invoice', 'Despatch Invoice', 'Create', 'In work', and 'Sent'. The central panel features a dark blue header with 'Enter invoice' on the left and 'Acknowledgement ?' on the right. Below this header, a confirmation message reads: 'Invoice number 300795 has been transmitted to Volvo'.

*Figure 9 Confirmation of the transmission*

After you have sent the invoice to Volvo, you will get a confirmation – **"Invoice number XXXXXX has been transmitted to Volvo"**.

From here you can continue to enter a new invoice by clicking the link "Create", or choose to view the ones previously transmitted. To view the transmitted invoices, click on "Sent" in the menu to the left and select the requested invoice in the list.



**Web INVOICE** 300795

**Customer**

**Supplier customer no:** 222  
**Ship-to:** 1001  
 VOLVO TRUCK, GÖTEBORG  
 Volvo Lastvagnar Göteborg  
 405 08  
 Göteborg  
 Sweden

**Buyer**

**Buyer no:** 1020  
 Volvo Truck Corporation

SE 405 08  
 GOTHENBURG  
 SWEDEN

**VAT no:** SE556013970001

**Invoice date** 2009-07-07

**Seller**

**Supplier No.:** 99999  
 TESTPARTNER LEVERANTÖR  
 Volvo IT  
 40508  
 goteborg  
 Sweden

**Official address:** Gotheburg

**Bank:** Swedish Bank  
**Account holder name:** Tommy Lee Jones  
**Bank account:** 35083023672342

**VAT no:** 555555

**Invoicing currency:** KRW  
**Home Currency:** AUD  
**Exchange rate:** 3.50000  
**Exchange rate date:** 2009-08-13

Volvo Article No. Purchase order Quantity/UoM Add. Charge	Description Despatch note Price	Despatch date Unit of Price	VAT %	Country of origin Type of contract Vat amount	Amount	VAT Category
1 20439548 072624293199 12 PCE	300795 13.00	2009-07-07 1 PCE	6.00 6.00	AT 9.36 1.20	156.00 20.00	5 5

VAT Summary	VAT 6%	Taxable amount 176.00	Vat amount 10.56	VAT Category 5
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Invoice Summary	Total add. amount	Invoice curr. Home curr.	Tot taxable amount	Tot tax amount	Tot exempt amount	Tot non-tax amount	Tot inv. amount
Total line items amount 156.00	20.00	KRW	176.00	10.56	0.00	0.00	186.56
		AUD	616.00	36.96			652.96

*Figure 10 Invoices can be printed or saved as a file*

Here is the invoice you have entered. It can be printed or saved as a file on your local computer.

The invoices will be available in the "Sent" folder for 150 days.