

INFORMATION TECHNOLOGY

VOLVO

WebEDI Manual

AP Invoice

AP 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 invoices for Automotive Products (AP) in WebEDI.

Index

AP Invoice.....	2
Index.....	2
General	2
User support	2
Navigation	3
How to create an AP invoice	4

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

For user support concerning the WebEDI application please contact 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).

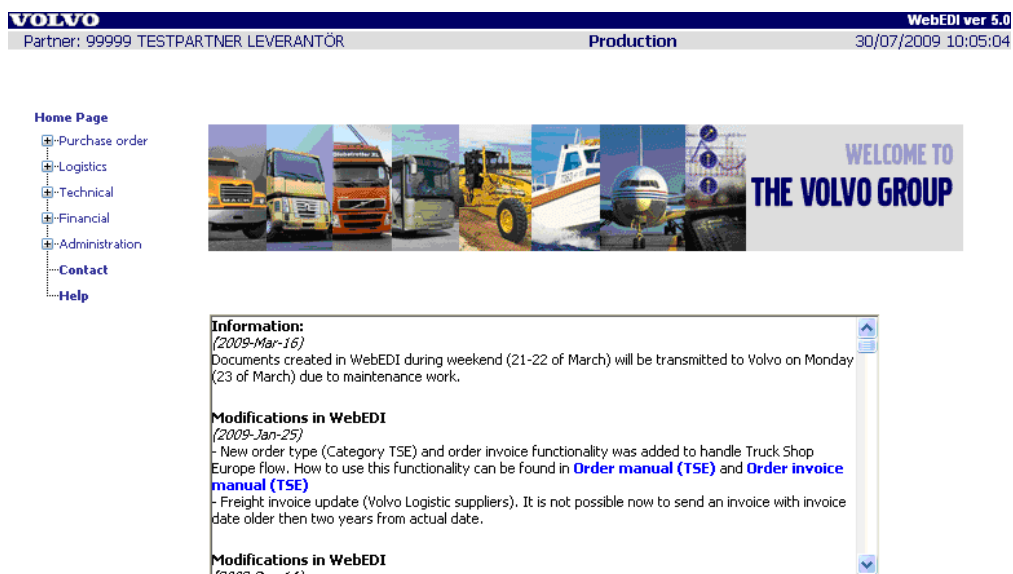


Figure 1 This is the WebEDI Home Page that is reached after the login

- 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



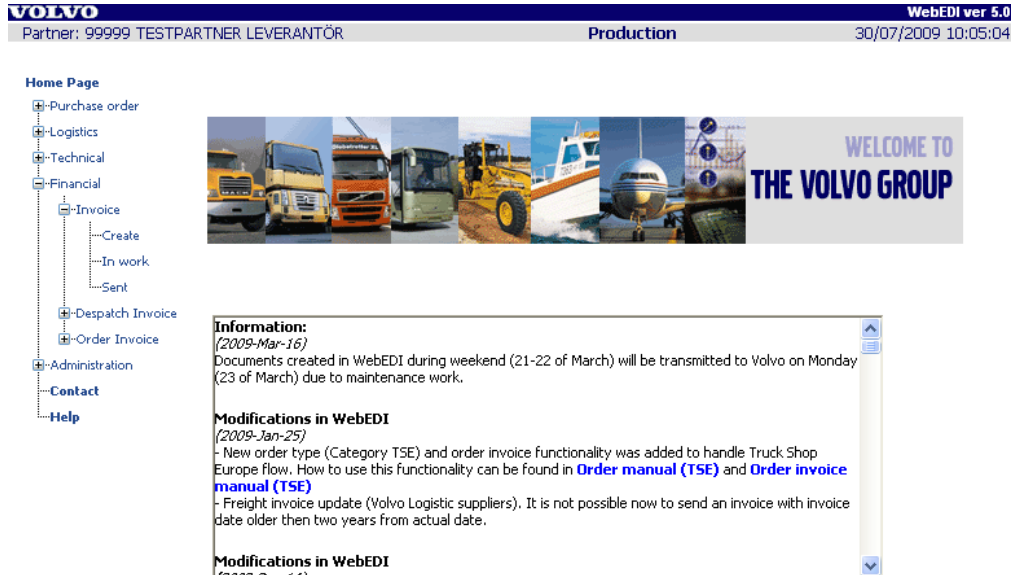


Figure 2 Navigate to "Invoice" by using the menu to the left on the page

How to create an AP invoice

The invoice part of WebEDI has following functionality:

- Create Start up the registration of a new invoice.
- In work To continue the registration of an invoice which is not completely finished.
- Sent To view earlier registrations of invoices.

To start creating an invoice click "Financial" in the menu. Continue with selecting "Invoice" and next click "Create".



Figure 3 Choose entrance to register on

To create an invoice you must first choose what type of entrance to register on, the AP (Automotive Products) entrance or the NAP (Non Automotive Products) entrance.

The document [Volvo codes and addresses](#) will help you to decide which entrance to use.

Look for the suffix (3 last digits) of your order number in this document (tab *List*, columns M and N) to decide if you should choose the AP or the NAP entrance.

Since the order number on our example invoice is 489-455422-**200** we have chosen the **AP Entrance**.

Volvo ship-to information		EDI messages			Volvo legal buying company information				Volvo VAT agent			Valid order suffixes for EDI INVOICES	
Ship-to code	Ship-to information	DELFOR	DESADV	INVOIC	Code	Name	Address	VAT number	Y/N	VAT number	Address	AP	NAP
1622	Volvo Powertrain Corp. Skövde, Sweden	X	X	X	2856	Volvo Powertrain Corporation	405 08 G	SE556000075301				200, 205, 206(APreINAP), 207	Misc Work flow reference, 000, 025, 025A, 158, 191, 193, 195, 196, 201, 202, 203, 204, 209A-AG, 212, 299A-S, 326, 332A, 333K, 340

Home Page

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

Enter invoice Step 1/4 ?

Select ship-to

<u>Id</u>	<u>Name</u>
100020	VOLVO BUSINESS SERVICES
1001	VOLVO TRUCK GOTHENBURG
101	Volvo CE AB Haulers&Loaders Div-Arv
1024	VOLVO BUS CORP BORAS/GOTHENBURG
14489	VOLVO PARTS GENT
1540	VOLVO TRUCK CORP UMEA
1618	VOLVO PENTA PARTS GENT
1622	VOLVO POWERTRAIN SKÖVDE
2270	Volvo Aero Corporation AB
23595	VOLVO LOGISTICS
2431	Volvo Bussar Säfte AB
31969	Renault Trucks (CG 63)
31971	Renault Trucks SAS/Parts LYON
32212	Renault Trucks BLAINVILLE C2F
4388	VTNA
4645	VOLVO GROUP BELGIUM N.V
4761	Volvo Polska Sp. Z.O.O.
9004	Volvo Truck Corp
9005	Volvo Truck Corp

Figure 4 Choose customer by clicking the Volvo unit Id

Choose the customer you have delivered to and would now like to invoice, by clicking on the Volvo unit Id (see figure 4 above). On our example invoice it is 1622 Volvo Powertain Skövde.

Only the Volvo units that you have agreed upon with Volvo to invoice via WebEDI will be shown in this list of possible customers. If you would like to invoice a Volvo unit not in the list, please contact Volvo's EDI implementation team via the [request form](#).

VOLVO WebEDI ver 5.0

Partner: 99999 TESTPARTNER LEVERANTÖR Production 30/07/2009 10:05:04

Home Page

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

Enter invoice
Step 2/4 ?



Information about customer and supplier

<p>Invoice number: <input style="width: 100%;" type="text"/> *</p> <p>Customer:</p> <p>Supplier customer no: <input style="width: 100%;" type="text"/> 42587</p> <p>Buyer: 2856 - Volvo Powertrain Corporation</p> <p>Ship To: 1622 - VOLVO POWERTRAIN SKÖVDE</p> <p>VAT no: SE556000075301</p> <p>Invoicing currency: <input type="text" value="EUR"/> *</p> <p>Home Currency: <input type="text" value="SEK"/> ⓘ</p> <p>Exchange rate: <input style="width: 100%;" type="text"/> ⓘ</p> <p>Date of exchange rate: <input style="width: 100%;" type="text" value="2009-07-30"/> *</p>	<p>Invoice date: <input style="width: 100%;" type="text" value="2009-07-30"/> *</p> <p>Seller:</p> <p>Supplier No.: 99999</p> <p>Name of supplier: TESTPARTNER LEVERANTÖR</p> <p>Official address: <input style="width: 100%;" type="text" value="Göteborg"/></p> <p>VAT no: <input style="width: 100%;" type="text" value="5678965349"/> *</p> <p>VAT rate: <input type="text" value="25"/> *</p> <p>VAT Category: <input type="text" value="5"/> * Description</p> <p>Tax type code: <input type="text" value="Value added tax"/></p> <p>Type of contract: <input type="text" value="Select..."/> * Description</p> <p>Bank: <input style="width: 100%;" type="text" value="Swedbank"/> *</p> <p>Account holder name: <input style="width: 100%;" type="text" value="Firma AB"/> *</p> <p>Bank account: <input style="width: 100%;" type="text" value="8015963245875"/> *</p>
--	--

Figure 5 Fill in requested invoice header information

- Invoice number:** Your invoice number (only allowed to use the same number once a year).
 - Invoice date:** Your invoice date (current date is the default value; possible to change to an earlier date, up to previous year. Future dates are not possible to choose).
 - 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).
 - Invoicing Currency:** Choose invoice currency.
 - Home Currency:** Choose home currency (only if applicable). If the invoicing currency is the same as home currency, please choose only invoicing currency and leave home currency on "Select...".
 - Exchange rate:** The exchange rate between invoicing currency and home currency (if applicable). The currency exchange rate 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.
<u>Supplier information</u>	
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 the payments from the concerned Volvo customer.
Account holder name:	Name of the juridical person that holds the account.
Account number:	Your bank account number.
Free text:	Click the button "Free text" if you need to enter any of the following information (up to 750 characters can be given): <ul style="list-style-type: none">• Government information• Regulatory information• Tax declaration• Instructions to the paying and/or accepting and/or negotiating bank

All fields marked with '' are mandatory information. Fields with  can be required depending on values of other fields. To check the specific condition, move the cursor over the picture  next to the field.*

Bank name and account number is mandatory information, but the payment will take place according to earlier registered information at Volvo. If you change bank account number, you must inform the purchaser at Volvo about this.

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.

Home Page

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

Enter invoice Step 2/4 ?

Information about customer and supplier

Invoice number:	<input type="text" value="1435612"/> *	Invoice date:	<input type="text" value="2009-07-30"/> *
Customer:		Seller:	
Supplier customer no:	<input type="text" value="43587"/>	Supplier No.:	99999
Buyer	2856 - Volvo Powertrain Corporation	Name of supplier:	TESTPARTNER LEVERANTÖR
Ship To:	1622 - VOLVO POWERTRAIN SKÖVDE	Official address:	<input type="text" value="Göteborg"/>
VAT no:	SE556000075301	VAT no:	<input type="text" value="5678965349"/> *
Invoicing currency:	<input type="text" value="EUR"/> *	VAT rate:	<input type="text" value="25"/> *
Home Currency:	<input type="text" value="SEK"/> ⓘ	VAT Category:	<input type="text" value="S"/> * Description
Exchange rate:	<input type="text" value="1.50000"/> ⓘ	Tax type code:	<input type="text" value="Value added tax"/>
Date of exchange rate:	<input type="text" value="2009-07-30"/> *	Type of contract:	<input type="text" value="Select..."/> * Description
		Bank:	<input type="text" value="Swedbank"/> *
		Account holder name:	<input type="text" value="Firma AB"/> *
		Bank account:	<input type="text" value="8015963245875"/> *

Figure 6 When all information is filled in, click "Next"

It will look like this when you have entered all the information. Continue to the line level by clicking the "Next" button.

VOLVO Partner: 99999 TESTPARTNER LEVERANTÖR **Production** WebEDI ver 5.0 30/07/2009 10:05:04

Home Page

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

Enter invoice Step 3/4 ?

Enter article information for invoice 1435612

Article number Volvo: * Country of origin: *

Article description: * Type of contract: [Description](#)

Order number: * Despatch note date: *

Despatch note: * Quantity: * Quantity/UoM: *

Price: * Unit of price: *

Amount: Additional costs:

VAT rate: * Expenses Vat rate: *

VAT Category: * [Description](#) VAT Category: [Description](#)

Additional expenses:

Amount:

Figure 7 Fill in requested line information

On this page each invoice line information will be entered. All fields on this page except "Additional costs" are mandatory information.

- Article number Volvo:** Specify the article number of Volvo.
- Article description:** Specify a description of the article (up to 700 characters can be entered).
- Order number:** Specify Volvo Purchase order number (including separators).
- Despatch note:** Specify the number of the despatch note (if applicable).
- Quantity:** Specify invoiced quantity.
- Price:** Specify price per unit. Maximum 2 decimals are allowed for price. If your price is given with more than 2 decimals you will need to change the unit of price (give price for 100 or 1000 units).
- Amount:** Amount per line (Automatically calculated).
- VAT rate:** Specify VAT rate for each line (if line dependent).
- 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.
- Country of origin:** Specify the country of origin.
- Type of contract:** Select type of contract (if applicable). Used only when delivering to the US.

	Click the link "Description" to get a list of possible codes.
Despatch note date:	Specify the date of the despatch note.
Quantity/UoM:	Select unit of measure valid for the quantity.
Unit of price:	Specify if the price is given for 1, 100 or 1000 units of the article.
Expenses VAT rate:	Specify VAT rate applicable for the additional 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.

VOLVO Partner: 99999 TESTPARTNER LEVERANTÖR **Production** WebEDI ver 5.0 30/07/2009 10:05:04

Home Page

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

Enter invoice Step 3/4

Enter article information for invoice 1435612

Article number Volvo:	<input type="text" value="125546074"/> *	Country of origin:	<input type="text" value="SE-Sweden"/>
Article description:	<input type="text" value="Article info"/> *	Type of contract:	<input type="text" value="Select..."/> Description
Order number:	<input type="text" value="409-485300-200"/> *	Despatch note date:	<input type="text" value="2009-07-30"/> *
Despatch note:	<input type="text" value="48654"/> *	Quantity/UoM:	<input type="text" value="Piece"/>
Quantity:	<input type="text" value="50"/> *	Unit of price:	<input type="text" value="SE-Sweden"/> *
Price:	<input type="text" value="50.00"/> *	Additional costs:	
Amount:	<input type="text" value="2500.00"/>	Expenses Vat rate:	<input type="text" value="25"/>
VAT rate:	<input type="text" value="25"/> *	VAT Category:	<input type="text" value="S"/> Description
VAT Category:	<input type="text" value="S"/> Description	Additional expenses:	<input type="text" value="Select..."/>
<input type="button" value="Save"/> <input type="button" value="Clear fields"/>		Amount:	<input type="text"/>

Figure 8 When all line information is filled in, click "Save"

When all the fields are filled in, click the button

- "Save" to keep the information

or

- "Clear fields" to delete all the information you have entered

VOLVO Partner: 99999 TESTPARTNER LEVERANTÖR **Production** WebEDI ver 5.0 30/07/2009 10:05:04

Home Page

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

Enter invoice Step 3/4 ?

Enter article information for invoice 1435612

Article number Volvo: * Country of origin: *

Article description: * Type of contract: * [Description](#)

Order number: * Despatch note date: *

Despatch note: * Quantity: * Quantity/UoM: *

Price: * Unit of price: *

Amount: * Additional costs:

VAT rate: * Expenses Vat rate: *

VAT Category: * [Description](#) VAT Category: * [Description](#)

Additional expenses: *

Amount:

Remove	Article number	Quantity	Price	Unit of price	Amount
<input type="checkbox"/>	125546074	50	50.00	1	2,500.00
Sum					2,500.00

Figure 9 Invoice lines can be modified or deleted if needed

When having clicked the "Save" button at the previous screen, all information related to the invoice line will be put at the bottom of the page. If you want to change any of the invoice lines, click the article number to get the data back into the fields above to be able to change a value. Save the changes with the button "Save".

If you want to delete an invoice line, tick the box "Remove" to the left of the article and then click the button "Save".

VOLVO Partner: 99999 TESTPARTNER LEVERANTÖR Production 30/07/2009 10:05:04 WebEDI ver 5.0

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

Enter invoice Step 3/4 ?

Enter article information for invoice 1435612

Article number Volvo: 145694563 * Country of origin: SE-Sweden
 Article description: Article info * Type of contract: 72 Description
 Order number: 409-455300-200 * Despatch note date: 2009-07-30 *
 Despatch note: 48654 *
 Quantity: 10 * Quantity/UoM: Piece *
 Price: 99.50 * Unit of price: 1 *
 Amount: 995.00
 VAT rate: 25 *
 VAT Category: S Description

Additional costs:
 Expenses Vat rate: 25
 VAT Category: S Description
 Additional expenses: Select...
 Amount:

Save Clear fields

Remove	Article number	Quantity	Price	Unit of price	Amount
<input type="checkbox"/>	125546074	50	50.00	1	2,500.00
Sum					2,500.00

Next

Figure 10 Fill in additional invoice lines

You can now continue to enter the next invoice line by adding information in the empty fields on this page. The **Order number**, **Despatch note** and **Despatch note date** are left from the previously entered articles to make it easier to add more lines. You have to change the information if it differs from the previously entered line information. It is not allowed to register more than one order number per invoice. If you have several order numbers to invoice, you need to create more than one invoice.

VOLVO Partner: 99999 TESTPARTNER LEVERANTÖR Production 30/07/2009 10:05:04 WebEDI ver 5.0

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

Enter invoice Step 3/4 ?

Enter article information for invoice 1435612

Article number Volvo: * Country of origin: *
 Article description: * Type of contract: * Description
 Order number: * Despatch note date: *
 Despatch note: *
 Quantity: * Quantity/UoM: *
 Price: * Unit of price: *
 Amount:
 VAT rate: *
 VAT Category: * Description

Additional costs:
 Expenses Vat rate: *
 VAT Category: * Description
 Additional expenses:
 Amount:

Remove	Article number	Quantity	Price	Unit of price	Amount
<input type="checkbox"/>	125546074	50	50.00	1	2,500.00
<input type="checkbox"/>	145694563	10	99.50	1	995.00
Sum					3,495.00

Figure 11 When all lines are added click "Next"

When all lines are added and all amounts are correct you can proceed by clicking the "Next" button.

VOLVO WebEDI ver 5.0
Partner: 99999 TESTPARTNER LEVERANTÖR Production 30/07/2009 10:05:04

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

Enter invoice Step 4/4 ?

Totals for invoice 1435612

Article total (excl. VAT)	3,495.00
Total (excl. VAT)	3,495.00
VAT 25 %	873.75
VAT Total	873.75 EUR
Total	4,368.75 EUR

Figure 12 Click "Adjust" to modify or click "Send invoice" to send the invoice to Volvo

In this step, you have 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 line items without VAT and additional expenses
Total (excl. VAT)	Total amount including additional expenses without VAT
VAT 25%:	VAT amount for percentage rate 25%
VAT Total:	Total VAT amount
Total:	Total invoice amount

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

If you want to modify the created invoice, click the button "**Adjust**". This button will take you back to the first step, where you can correct the errors.



Figure 13 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.

VOLVO

Web INVOICE 1435612

Customer
Supplier customer no: 43587
Ship-to: 1622
 VOLVO POWERTRAIN SKÖVDE
 VOLVO POWERTRAIN SKÖVDE
 S-541 87
 SKÖVDE
 Sweden

Buyer
Buyer no: 2856
 Volvo Powertrain Corporation

SE 405 08
 GOTHENBURG
 SWEDEN

VAT no: SE556000075301

Invoice date 2009-07-30

Seller
Supplier No.: 99999

TESTPARTNER LEVERANTÖR
 Volvo IT
 40508
 göteborg
 Sweden

Official address: Göteborg

Bank: Swedbank
Account holder name: Firma AB
Bank account: 8015963245875

VAT no: 5678965349

Invoicing currency: EUR
Home Currency: SEK
Exchange rate: 1.50000
Exchange rate date: 2009-07-30

Volvo Article No. Purchase order Quantity/UoM	Description Despatch note Price	Despatch date Unit of Price	VAT %	Country of origin Type of contract Vat amount	Amount	VAT Category
1 125546074 409-455300-200 50 PCE	Article info 48654 50.00	2009-07-30 1 PCE	25.00	SE 625.00	2500.00	5
2 145694563 409-455300-200 10 PCE	Article info 48654 99.50	2009-07-30 1 PCE	25.00	SE 248.75	995.00	5
VAT Summary			VAT 25%	Taxable amount 3495.00	Vat amount 873.75	VAT Category 5

Invoice Summary							
Total line items amount	Total add. amount	Invoice curr. Home curr.	Tot taxable amount	Tot tax amount	Tot exempt amount	Tot non-tax amount	Tot inv. amount
3495.00	0.00	EUR	3495.00	873.75	0.00	0.00	873.75
		SEK	5242.50	1310.63			1310.63

Figure 14 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.