

INFORMATION TECHNOLOGY

VOLVO

WebEDI Manual

Freight Invoice

Freight 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 freight 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

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).

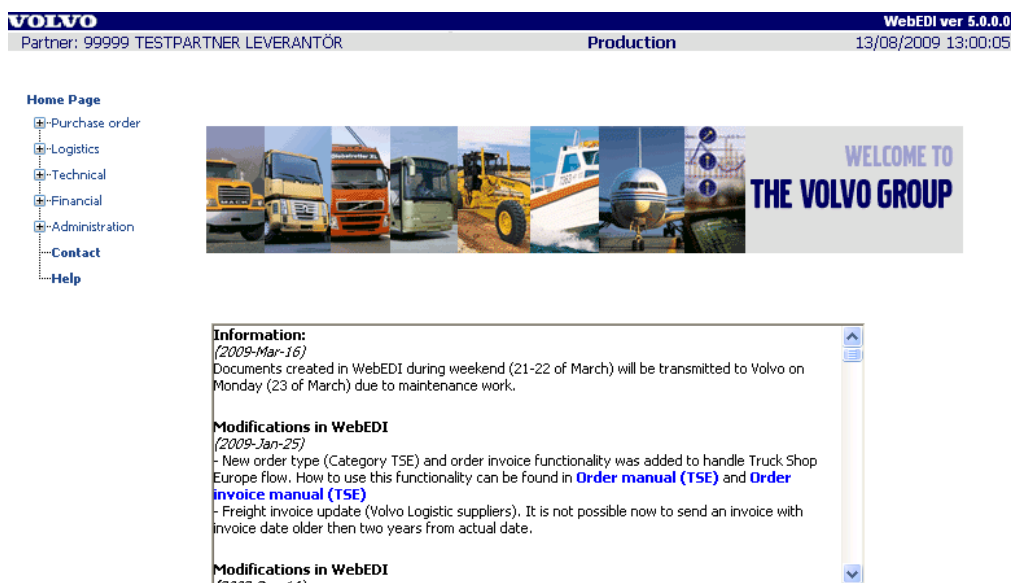


Figure 1 This is the WebEDI Home Page that is reached after the login

- 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



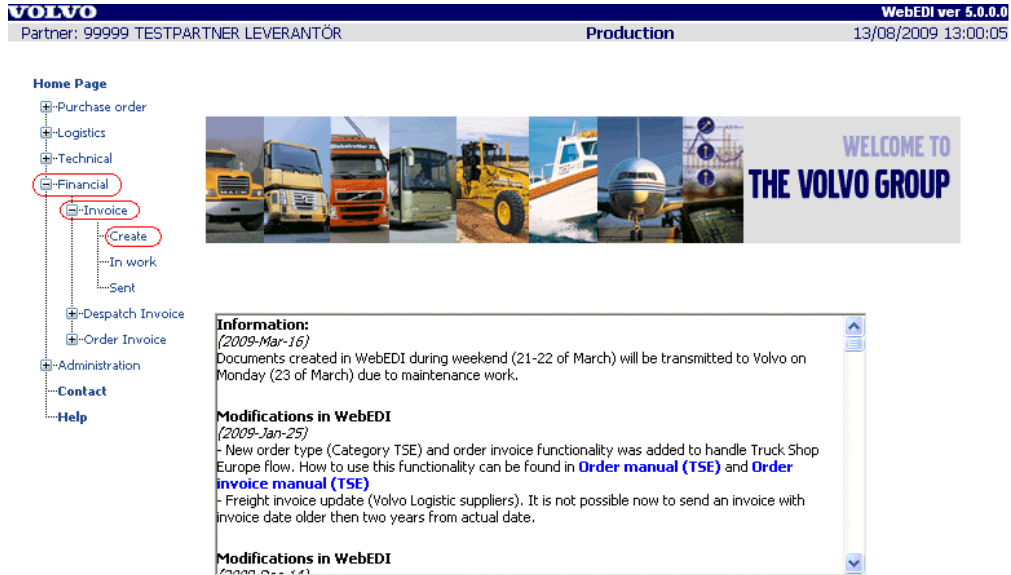


Figure 2 Navigate to "Invoice" by using the menu to the left on the page

How to create a Freight 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. Choose "Freight Invoice".

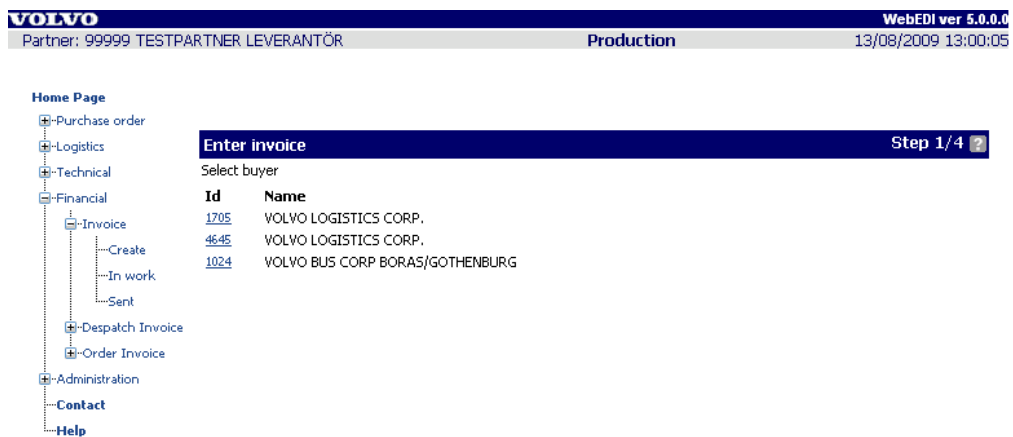


Figure 4 Choose a customer from the list

Choose customer by clicking the Volvo unit Id.

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
 - [-] Create
 - [-] In work
 - [-] Sent
 - [-] Dispatch Invoice
 - [-] Order Invoice
- [-] Administration
- [-] Contact
- [-] Help

Enter invoice (freight) Step 2/4 ?

Invoice number : <input type="text"/> *	Invoice date : <input type="text" value="2009-08-13"/> *	Terms net due: <input type="text" value="30"/> days
Buyer :	Seller :	
Buyer id: <input type="text"/> *	Seller id : 99999	
1024 - VOLVO BUS CORP BORAS/GOTHENBURG	TESTPARTNER LEVERANTÖR	
VIARED	Volvo IT	
40508	40508	
goteborg	goteborg	
Sweden	Sweden	
Contact reference: <input type="text" value="inköpskontakt"/> ⓘ	Payee <input type="text"/>	Mainoffice location <input type="text" value="Gotheburg"/>
VAT reg.no: SE556197382601	VAT reg.no: <input type="text" value="55555"/> *	Financial institute name <input type="text" value="Swedish Bank"/> *
Currency <input type="text" value="SEK"/> *	Bank account: <input type="text" value="35083023672342"/> *	Exchange rate <input type="text"/> ⓘ
VAT rate <input type="text" value="17.5"/> *		
Vat Currency <input type="text" value="Select..."/> *		
Swedish VAT Amount: <input type="text"/>		

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, not to a future date).
- Terms net due:** Number of days from Invoice date till due date.
- Buyer information
- Buyer id:** The customer number you have allocated for the Volvo customer in question. Please make sure you use a number you have agreed with Volvo.
- Contact reference:** Invoice receiver within Volvo organisation (usually workflow reference, example 63029).
- VAT reg. no:** Buyer's Value Added Tax number
- Currency** Choose the currency.
- 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 currency** Choose the VAT currency (if applicable).
- Swedish VAT amount:** **Swedish VAT amount and Exchange rate** must be filled in when invoicing takes place within Sweden in a foreign currency. VAT currency should be SEK.
- Seller information
- Seller id:** Identity number of Volvo supplier.
- Payee** Payee must be filled in when the payee is not the same as the issuer of invoice.
- Mainoffice location** Location of the main office (enter if applicable or if required by national legislation).
- VAT reg. no:** Your Value Added Tax number

Financial institute name Name of financial institution you are using.
Bank account: Your bank account number.
Exchange rate: The exchange rate between invoicing currency and VAT currency (if applicable).

Do not forget to change the VAT rate for different customers.

The fields below are only to be filled in the first time. The information will be saved until the next registration.

VAT reg. no.

Currency

VAT rate

Financial institute name and Bank account (*This 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 Volvo about this.*)

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

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

Enter invoice (freight) Step 2/4

Invoice number :	<input type="text" value="5234576"/> *	Invoice date :	<input type="text" value="2009-08-13"/> *
		Terms net due:	<input type="text" value="30"/> days
Buyer :		Seller :	
Buyer id:	<input type="text" value="100024"/> *	Seller id :	99999
	1024 - VOLVO BUS CORP BORAS/GOTHENBURG		TESTPARTNER LEVERANTÖR
	VIARED		Volvo IT
	40508		40508
	goteborg		goteborg
	Sweden		Sweden
		Payee	<input type="text"/>
Contact reference:	<input type="text" value="inköpskontakt"/> ⓘ	Mainoffice location	<input type="text" value="Gotheburg"/>
VAT reg.no:	SE556197382601	VAT reg.no:	<input type="text" value="555555"/> *
Currency	<input type="text" value="SEK"/> *	Financial institute name	<input type="text" value="Swedish Bank"/> *
VAT rate	<input type="text" value="17.5"/> *	Bank account:	<input type="text" value="35083023672342"/> *
Vat Currency	<input type="text" value="SEK"/> *	Exchange rate	<input type="text"/>
Swedish VAT Amount:	<input type="text"/>		

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

This is how it looks when all information has been filled in.

Press the "Next" button to proceed to the next step.

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

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Enter invoice (freight) Step 2/4 ?

Consignor: * Consignee: *

Place of departure: Place of destination:

Shipment date: 2009-08-13 *

Specify Volvo contract number if available:

Shipment reference number: ⓘ Transport document number: ⓘ

Consignors reference number: ⓘ

Id of the means of transport:

Total gross weight: kg Loading meters: m

Volume: m³

Chargeable weight: kg Chargeable distance: km

Chargeable number of rail wagons:

Number of packages:

Freight amount: * VAT(%): 17.5 *

Description:

Special services	Amount	VAT(%)	Sum
Additional loading place * <input type="text"/>	<input type="text"/> *	0 * <input type="text"/>	<input type="text"/>
<input type="button" value="New additional cost"/>			

Figure 7 Fill in requested line information

At this screen every invoice line is handled.

The following fields are mandatory:

Consignor: Specify the consignor (name).

Consignee: Specify the consignee (name).

Freight Reference number (one of the following fields):

Shipment reference number: Specify shipment reference number

Examples:

Trailer no + loading date e.g.

ABC123YYMMDD, Container no + loading date e.g.

ACLU1234567YYMMDD

Transport document number: Specify number of transport document

Examples:

AWB-no (Air freight), CMR-no/freight note number (domestic SE), Shipment note id/VIN-no (distribution vehicles), Rush-no (if available), VTD no e.g.

VTD124700704011, Atlas Booking ref no e.g. B07001234567.

Consignor's reference number: Specify reference number of Consignor

Examples:

Order number e.g. A12345 (export SE General Cargo), Packaging order number e.g. 123456-01 (packaging material), TM-no (if available), A-ref/Invoice Proposal number (if agreed upon, distribution vehicles), consignor's reference (air).

Freight amount:

Specify amount

In specific cases fill in the following fields:

Id of the means of transport:

Specify the identity number.

Example: Trailer number

Total gross weight:

Specify total gross weight in kilograms.

Loading meters:

Specify number of loading meters.

Volume:

Specify number of cubic meters.

Chargeable weight:

Specify chargeable weight in kilograms.

Chargeable distance:

Specify chargeable distance in kilometers.

Chargeable number of rail wagons: Specify number of rail wagons.

Number of packages:

Specify numbers of packages.

Description:

350 characters for free text.

Place of departure:

Specify place of departure (city).

Place of destination:

Specify place of destination (city).

If you are unsure what freight reference to use please contact invoice receiver.

The screenshot shows the Volvo WebEDI interface. At the top, it displays 'VOLVO' and 'WebEDI ver 5.0.0.0'. Below this, there is a header with 'Partner: 99999 TESTPARTNER LEVERANTÖR', 'Production', and '13/08/2009 13:00:05'. On the left, there is a navigation menu with options like 'Home Page', 'Purchase order', 'Logistics', 'Technical', 'Financial', 'Invoice', 'Administration', 'Contact', and 'Help'. The main area contains a form with the following fields:

- Id of the means of transport:
- Total gross weight: kg
- Loading meters: m
- Volume: 10 m³
- Chargeable weight: 1700 kg
- Chargeable distance: km
- Chargeable number of rail wagons:
- Number of packages: 12
- Freight amount: 3500 * VAT(%): 17.5 *
- Description:

Below the form, there is a table for 'Special services' with a red border:

Special services	Amount	VAT(%)	Sum
Fuel surcharge <input type="text"/> *	<input type="text"/> 175 *	<input type="text"/> 17.5 *	<input type="text"/> 30.62
<input type="button" value="New additional cost"/>			

At the bottom of the form, there is a 'Clear fields' button and a 'Save and add new invoice line' button.

Figure 8 Add additional cost

If further costs exist, use fields at the bottom of the screen to define them.

Special service
Amount

Specify the kind of extra cost.

Fill in the amount that is connected to the special service.

VAT (%)

Choose VAT rate.

Sum

Sum is calculated automatically.

If more extra costs exist, press the "**New additional cost**" button. If the kind of extra cost does not exist, choose "**Various**" from Special services list and clarify in the "**Description**" field.

When the entire invoice line is ready, press the "**Save and add new invoice line**" button.

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Chargeable number of rail wagons:

Number of packages:

Freight amount: * VAT(%): *

Description:

Clear fields

Special services	Amount	VAT(%)	Sum
Additional loading place *	<input type="text"/> *	<input type="text" value="17.5"/> *	<input type="text" value="0"/>

New additional cost

Remove	Ship To	Ship From	Invoice number	Place of destination	Amount
<input type="checkbox"/>	Consignee	Consignor	5234576	Stockholm	3675
Sum					3675

Save and add new invoice line Next

Figure 9 Invoice lines can be modified or deleted if needed

After the information is saved, a table is created at the bottom of the screen. Here all the invoice lines can be changed. If some information is not correct, press the concerned link in the "**Ship to**" column in the table. All information is then put back into fields so that they can be changed.

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Enter invoice (freight) Step 3/4 ?

Consignor:	<input type="text" value="Consignor"/> *	Consignee:	<input type="text" value="Consignee"/> *
Place of departure:	<input type="text" value="Gotheburg"/>	Place of destination:	<input type="text" value="Stockholm"/>
Shipment date:	<input type="text" value="2009-08-13"/> *		
Specify Volvo contract number if available:	<input type="text"/>		
Shipment reference number:	<input type="text" value="ACLU36.1285453234"/> ⓘ	Transport document number:	<input type="text"/> ⓘ
Consignors reference number:	<input type="text"/> ⓘ		
Id of the means of transport:	<input type="text"/>		
Total gross weight:	<input type="text" value="10000"/> kg	Loading meters:	<input type="text"/> m
Volume:	<input type="text" value="10"/> m ³		
Chargeable weight:	<input type="text" value="1700"/> kg	Chargeable distance:	<input type="text"/> km
Chargeable number of rail wagons:	<input type="text"/>		
Number of packages:	<input type="text" value="12"/>		
Freight amount:	<input type="text" value="3500"/> *	VAT(%):	<input type="text" value="17.5"/> *
Description:	<input type="text" value="Here can you fill some explanations to the receiver"/>		<input type="button" value="Clear fields"/>

Special services	Amount	VAT(%)	Sum
<input type="text" value="Fuel surcharge"/> *	<input type="text" value="175"/> *	<input type="text" value="17.5"/> *	<input type="text" value="30.625"/>
<input type="button" value="New additional cost"/>			

Remove	Ship To	Ship From	Invoice number	Place of destination	Amount
<input type="checkbox"/>	Consignee	Consignor	5234576	Stockholm	3675
Sum					3675

Figure 10 Modify invoice line

To save changed information, press the "**Save changes**" button.
 To erase the fields, press the "**Undo changes**" button.

If you want to delete an invoice line, tick the box "**Remove**". One question will then be asked: Do you really want to remove this line? Press the "**OK**" button if you want to remove the invoice line, otherwise press the "**Cancel**" button.

Now you can continue to register the next invoice line by filling in the empty fields in the screen.

If all invoice lines are registered and the amounts are correct, you continue to the next step by pressing the "**Next**" button.

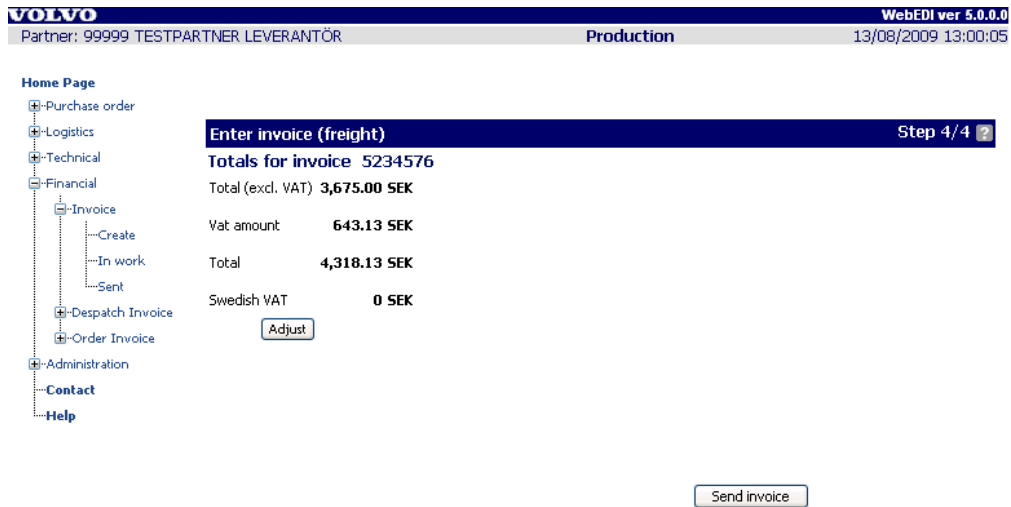


Figure 11 Click "Adjust" to modify or click "Send invoice" to send the invoice to Volvo

In this step, you have the possibility to check the total amount of the invoice before it will be sent to Volvo.

Total (excl. VAT)

Total amount including additional expenses without VAT.

VAT amount

VAT amount.

Total:

Total invoice amount.

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

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

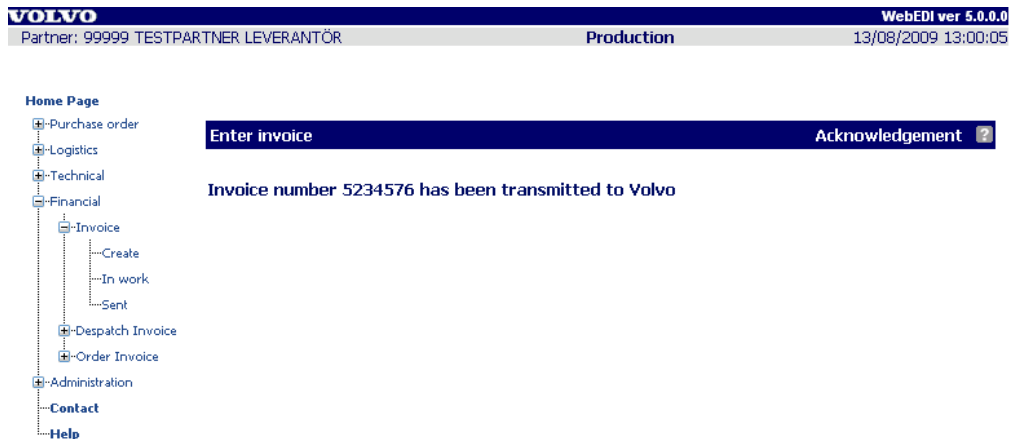


Figure 12 Confirmation of the transmission



At this screen it will be confirmed that the invoice has been sent to Volvo.

From this screen you can register another invoice or you can choose to look at the invoice that has just been sent.

To look at sent invoices, press the field "**Sent**" to the left in the menu.

A list over the sent invoices will be shown. Select the invoice you want to look at and it will be opened in another screen.

Web INVOICE TRANSPORT

Buyer Buyer no: 1024 VOLVO BUS CORP BORAS/GOTHENBURG VIÄRED SE 503 08 BORIS SWEDEN Dept. ref. Workflow ref. inköpskontakt Vat Currency SEK VAT no SE556197382601		Invoice number: 5234576 Invoice date: 2009-08-13 Due date: 2009-09-12 Seller Parma no: 99999 TESTPARTNER LEVERANTÖR Volvo IT 40508 goteborg Sweden Customer No at supplier. 100024 VAT no 555555			
Ship To	Shipping point Ship To 's ref.	Departure date Transp. doc. no.	Loading meters Charg. weight	Tot. gr. weight	VAT % Amount (SEK)
Ship From	Loading point Ship From ref. Additional text	Contract no Carriage		Quantity Mode	
1 Consignee	Goteburg ACLU361285453234	2009-08-13	1700 KGM	10000	17.50
Consignor	Stockholm			12	3500
	Fuel surcharge			3	
	Here can you fill some explanations to the receiver			17.50	175.00
VAT 17.50		Vat amount 643.13		Taxable amount 3.675.00	
Total invoice amount excl tax amount 3.675.00		Tax amount 643.12		Total invoice amount 4.318.12	

Figure 13 Invoices can be printed or saved as a file

Here is the invoice that we have just registered. It can now be printed on paper or saved as a file on your local computer. The invoices are available in this archive for 150 days.