

**INFORMATION TECHNOLOGY**

**VOLVO**

## **WebEDI Manual**

**Delivery Schedule**

## Delivery Schedule

*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 examine received delivery schedules.*

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### **General**

A log in procedure must be performed before received delivery schedules can be examined in WebEDI. There are two ways to inspect received delivery schedules. One is to depict information concerning part numbers in delivery schedules toward a specific Volvo company under “Schedule”. The other is to make assortment of the information under “Planning”. Both ways will be described in this manual.

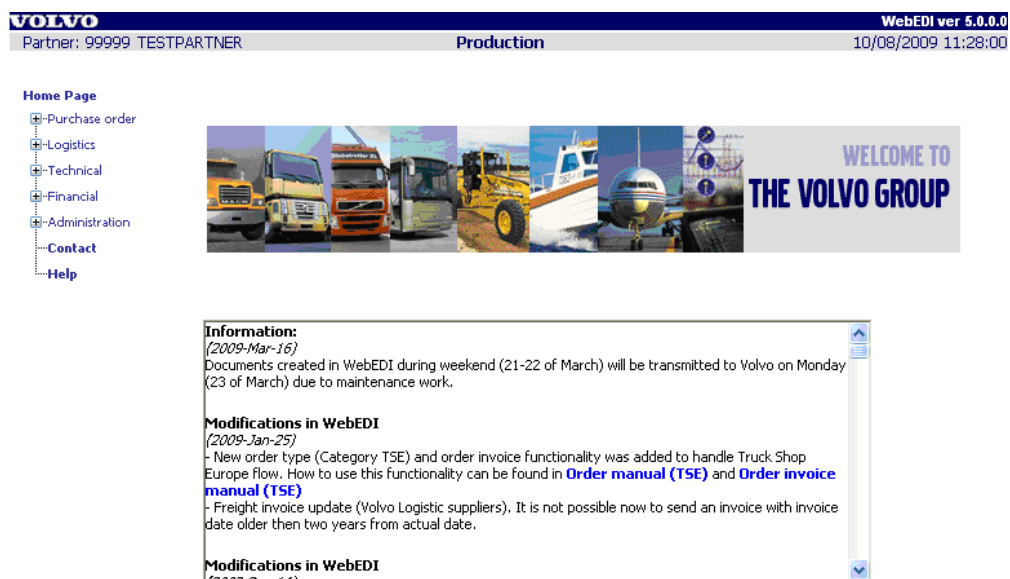
### **User support**

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 log in and ends when the user log out).



Picture 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 picture 1 above) of WebEDI at any time
- To contact WebEDI support by 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 explorer to go back or forward during a WebEDI session



Picture 2 The navigation buttons in Explorer should not be used

## ***How to examine and print delivery schedule information***

There are two different options of how to look at your delivery schedules from Volvo.

The option "Schedule" contains more detailed information, and is therefore the primary source for deciding when and what to deliver. A user can view the information grouped by part numbers (menu item "by part no") or by schedule/issue numbers (menu item "by schedule/issue number").

"Planning" contains less detailed data collected from "Schedule" and gives you the possibility to sort the information for an overview. Possible sort orders options are date, part number, ship to and order number.

### ***Schedule by part numbers***

Click "Logistics" to examine a delivery schedule in the menu (see picture 3). Continue with selecting "Delivery schedule", then "Schedule" and finally click "by part no".

The screenshot shows the Volvo WebEDI interface. At the top, there is a header with the Volvo logo, the text 'Partner: 99999 TESTPARTNER', 'Production', and 'WebEDI ver 5.4.1.0 21/06/2011 10:41:44'. Below the header is a navigation menu with 'Home Page' and 'Logistics'. Under 'Logistics', there is a sub-menu with 'Delivery schedule', 'Schedule', 'Planning', 'Download Schedule', 'Despatch advice', 'Inventory report', 'Technical', 'Financial', 'Administration', 'Contact', and 'Help'. The 'Schedule' option is selected, and a sub-menu is displayed with 'by part no' highlighted in red. To the right of the sub-menu is a table titled 'Select Ship To' with columns 'Id' and 'Name'. The table contains the following data:

Id	Name
100	Volvo CE AB - Customer Support Div.
258	Volvo CE AB Cab Div.
259	Volvo CE AB Component Div.
1001	VOLVO TRUCK, GÖTEBORG
1618	VOLVO PENTA PARTS GENT
1622	VOLVO POWERTRAIN SKÖVDE
1705	VOLVO LOGISTICS AB
2270	Volvo Aero Corporation AB
4645	VOLVO GROUP BELGIUM N.V
31968	Renault Trucks Blainville CFC
31972	Renault Trucks SAS/Powertrain LYON
32212	Renault Trucks BLAINVILLE C2F
230585	Volvo Aero Norge

*Picture 3 Choose "Schedule" from the menu*

At the next screen choose Ship To (goods receiver) by clicking the number in the Id column.

At the screen in picture 4 all part numbers which have a delivery schedule sent from this goods receiver can be seen. Corresponding order number for each part number can be found in the second column. The date when the schedule was calculated can also be seen for each part number. If there is more than one order number for a part number the part number will appear in the list for every corresponding order number.

The list can be sorted by checking the radio buttons. Possible sort options are Calculation date, Part number and Order number.

The last column to the right contains the icon indicating if a given part in a schedule is archived or not.

Option „archive” is dedicated for old schedules that should not be used anymore. Archived schedules are not shown in the planning view. You don't see them in the excel file generated by “download schedules” functionality, either. The most important thing is that you cannot create despatch advice based on archived delivery schedules – the parts from archived schedules (connected with order numbers from the same archived schedules) are not shown on the list to create despatch advice.

To archive selected delivery schedule just click the green padlock icon on the right. The confirmation message appears. After confirmation the padlock is changed into red one. By default only not archived schedule's parts are displayed on the schedule list. A user can view also archived parts on the list using the “Show archive schedules” button in the page's bottom.

You can also change archived delivery schedule into active one by clicking the red padlock icon. After confirmation the padlock changes its color into green and the corresponding schedule is not archived anymore. Then you can create despatch advice from this schedule.

Click on the part number for which you want to see the delivery details. Or click on "Show all" to get a complete list of delivery details for all part numbers.

**VOLVO** WebEDI ver 5.4.1.0

Partner: 99999 TESTPARTNER Production 21/06/2011 10:41:44

Home Page

- [-] Purchase order
- [-] Logistics
  - [-] Delivery schedule
    - [-] Schedule
      - by part no
      - by schedule
      - no
      - Planning
      - Download
      - Schedule
    - [-] Despatch advice
    - [-] Inventory report
  - [-] Technical
  - [-] Financial
  - [-] Administration
  - [-] Contact
  - [-] Help

**Show delivery schedule** Step 2/3 ?

**Show parts**

**Sortorder:**  Calculation date  
 Part number  
 Order number

Buyer part number	Order number	Calculation date	
<a href="#">Show all</a>			
<a href="#">21100620</a>	336939108020	2009-04-23	
<a href="#">21120432</a>	072631652199	2008-11-20	
<a href="#">8038925</a>	072632689199	2008-11-20	
<a href="#">20443694</a>	072633150199	2008-11-18	
<a href="#">21269452</a>	072626312199	2008-11-07	
<a href="#">20857494</a>	072632891199	2008-11-06	
<a href="#">21038562</a>	072629208199	2008-10-31	
<a href="#">21038564</a>	072629208199	2008-10-31	
<a href="#">21070957</a>	072629037199	2008-10-24	
<a href="#">95505593</a>	072624760199	2008-10-01	
<a href="#">20823063</a>	072621051199	2008-09-25	
<a href="#">21040927</a>	072621093199	2008-09-25	
<a href="#">20499796</a>	072621094199	2008-08-29	
<a href="#">20738689</a>	072621101199	2008-08-29	
<a href="#">3943319</a>	072621093199	2008-08-29	
<a href="#">20716482</a>	072618645199	2008-08-28	
<a href="#">20974057</a>	072613390199	2008-06-13	

Select a delivery schedule by selecting one of the above parts

Picture 4 Show part numbers, order numbers and calculation dates

This screen (see picture 5) is the deepest level of information on the delivery schedule for a part. It gives all necessary information for when shipments shall be made. It also shows the three latest received shipments, at the date of calculation. All order numbers for the chosen part will be displayed on the screen. You will be directed to the delivery schedule for the part number and order number that was chosen in the previous step. An archived part is marked with an additional text "This is archive delivery schedule".

The column named date under the heading "Delivery Schedule" is representing requested shipment date or latest or earliest delivery date. How the date information is interpreted should be informed by respective goods receiver.

The information for each part and order number combination is organized into three following sections: "Details", "Latest despatch" and "Delivery schedule". The content of each section can be expanded/collapsed by clicking on a section title. The whole part information can be expanded/collapsed too.

At the bottom of the screen you find the navigation buttons "Previous", "Print", "Compare to previous" and "Next". "Print" will print the schedule for the selected part number. "Compare to previous" will show the same report additionally with information about quantity and status from the previous delivery schedule. "Previous" will show the delivery schedule for the previous part number. "Next" will show the delivery schedule for the next part number.

**VOLVO** WebEDI ver 5.4.1.0

Partner: 99999 TESTPARTNER Production 21/06/2011 10:41:44

Home Page

- Purchase order
- Logistics
  - Delivery schedule
    - Schedule
      - by part no
      - by schedule no
    - Planning
    - Download Schedule
  - Despatch advice
  - Inventory report
- Technical
- Financial
- Administration
- Contact
- Help

**Show delivery schedule** Step 3/3

**Show schedule for part 20857494**

<b>Supplier number</b>	99999	<b>Customer number</b>	020
<b>Supplier name</b>	TESTPARTNER LEVERANTÖR	<b>Ship-To Number</b>	1001
		<b>Ship-To Name</b>	VOLVO TRUCK, GÖTEBORG

Buyer part no	Supplier Part No.	Order number	Calculation date
20857494		072632891199	2008-11-06

**Details**

**Part description**  
asdsa

<b>Final delivery point</b>	199	<b>Dock/Gate</b>	F-33 199
-----------------------------	-----	------------------	----------

<b>Accumulated received quantity (from 1/1)</b>	13	<b>Order balance</b>	1
---	----	----------------------	---

**Latest despatch**

Despatch note	Date	Quantity	Received quantity
477273	2008-04-11	5	5
449939	2008-01-18	5	5
448103	2008-01-15	3	3

**Delivery schedule**

Date	Quantity	Status
	1	Backorder

Picture 5 Detailed delivery schedule information

## Schedule by schedule/issue numbers

Click "Logistics" to examine a delivery schedule in the menu (see picture 6). Continue with selecting "Delivery schedule", then "Schedule" and finally click "by schedule/issue no".

**VOLVO** WebEDI ver 5.4.1.0

Partner: 99999 TESTPARTNER Production 21/06/2011 10:41:44

Home Page

- Purchase order
- Logistics
  - Delivery schedule
    - Schedule
      - by part no
      - by schedule no
    - Planning
    - Download Schedule
  - Despatch advice
  - Inventory report
- Technical
- Financial
- Administration
- Contact
- Help

**Select delivery schedule** ?

**Filter:**

**Ship To:**  **Customer Id:**

Schedules with all archived parts are not displayed on the list below

Schedule number	Ship to	Customer id	Calculation date	Archived
<a href="#">0904230221</a>	1001	1020	2009-04-23	No
<a href="#">0811200228</a>	1001	020	2008-11-20	Partially
<a href="#">0811060234</a>	1001	020	2008-11-06	No
<a href="#">0810310223</a>	1001	020	2008-10-31	Partially
<a href="#">0810240224</a>	1001	020	2008-10-24	No
<a href="#">0809250233</a>	1001	020	2008-09-25	Partially
<a href="#">0808290219</a>	1001	020	2008-08-29	Partially
<a href="#">0808260228</a>	1001	020	2008-08-28	No
<a href="#">0806130217</a>	1001	020	2008-06-13	No

Picture 6 Choose "by schedule/issue no" from the menu

The next page contains a list of delivery schedules for the supplier. Fully archived delivery schedules (with all parts archived) are not displayed on the list. The first column shows a schedule/issue number that is unique for each supplier and consignee combination. The next two columns contain a consignee identifier (“Ship to”) and a customer identifier (“Customer id”). Calculation date displayed in the next column is always the latest calculation date within a schedule. The last column (“Archived”) indicates if a schedule is not archived or archived partially (only some of the contained parts are archived).

The schedules list can be filtered by ship to (consignee) or by customer identifier. Filtering data is done by choosing a desired value in an appropriate combo box and clicking the “Filter schedules” button in the top of the page. The schedules list can be sorted by each of the displayed columns by clicking on a column’s title.

To view the details of a chosen delivery schedule click a link in the “Schedule/issue number” column.

**VOLVO** WebEDI ver 5.4.1.0  
 Partner: 99999 TESTPARTNER Production 21/06/2011 10:41:44

Home Page  
 Purchase order  
 Logistics  
 Delivery schedule  
 Schedule  
 by part no  
 by schedule no  
 Planning  
 Download Schedule  
 Despatch advice  
 Inventory report  
 Technical  
 Financial  
 Administration  
 Contact  
 Help

**Schedule number: 0811060234**

Supplier number: 99999 Customer number: 020  
 Supplier name: TESTPARTNER LEVERANTÖR Ship-To Number: 1001  
 Ship-To Name: VOLVO TRUCK, GÖTEBORG

Buyer part no	Supplier Part No.	Order number	Calculation date
20857494		072632891199	2008-11-06

**Details**

Part description: asdsa  
 Final delivery point: 199 Dock/Gate: F-33 199  
 Accumulated received quantity (from 1/1): 13 Order balance: 1

Despatch note	Date	Quantity	Received quantity
477273	2008-04-11	5	5
449939	2008-01-18	5	5
448103	2008-01-15	3	3

Date	Quantity	Status	Prev. Qty	Prev. Status
	1	Backorder		

Previous Print Next

Picture 7 Detailed delivery schedule information (by schedule/issue no)

The next page (picture 7) presents detailed information about the whole delivery schedule. The page’s look is almost the same as for the by part view but the page shows all parts contained within a schedule. In the top of the

page there is a header section where a schedule/issue number can be found as well as all information about concerned partners. Below the header the information about all contained parts is displayed (in association with an order number). An archived part is marked with an additional text “This is archive delivery schedule”.

The information for each part and order number combination is organized into three following sections: “Details”, “Latest despatch” and “Delivery schedule”. The content of each section can be expanded/collapsed by clicking on a section title. The whole part information can be expanded/collapsed too. At the bottom of the screen in picture 7 you find the following buttons: "Previous", "Print" and "Next". "Print" will print the schedule current page's content. "Previous" will show the previous delivery schedule on the list. "Next" will show the next delivery schedule on the list.

## Planning

Planning is a function to see an overview of which part numbers are to be delivered to which Ship To during a selected period of time.

The screenshot displays the Volvo WebEDI interface. At the top, the header includes the Volvo logo, the partner name '99999 TESTPARTNER LEVERANTÖR', the status 'Production', and the version 'WebEDI ver 5.4.0.0' along with the timestamp '06/05/2011 15:29:55'. On the left, a navigation menu lists various functions, with 'Planning' highlighted in red. The main content area is titled 'Select period' and 'Step 1/2'. It contains four input fields: 'From date' (2011-05-06), 'To date' (2012-12-04), 'Select Ship To' (1001), and 'Select Part Number' (All). Each field has a small calendar icon and an asterisk next to it.

Picture 8 Planning - select time period, Ship to and Part number

First use the boxes with “From date” and “To date” to decide the time interval. Of course “From date” must be an earlier date than “To date”. Any date until the current date chosen as “From date” will also give you an overview of “Backorders”. Please note that delivery occasions earlier than “From date”, which are not marked as “Backorders”, will not be shown.

Select one specific Ship To or choose to look at the planning view for all Ship To addresses.



Also do the corresponding selection for which part numbers to be shown, one specific part number or all. Of course you will only see the ones with delivery dates during the selected period of time for the chosen Ship To(s). Then press "Next" in the bottom right corner of the screen.

**Partner:** 99999 TESTPARTNER LEVERANTÖR      **Production**      **WebEDI ver 5.4.0.0** 06/05/2011 15:29:55

**Show Planning delivery schedule** Step 2/2

**Supplier number:** 99999      **Supplier name:** TESTPARTNER LEVERANTÖR

**Sortorder:**  Date  
 Part number  
 Ship To  
 Order No

**Planning Delivery schedule**

Part number	Order No	Date	Quantity	Ship To	Status
20499796	072621094199		20	1001	Backorder
20716482	072618645199		2	1001	Backorder
20798689	072621101199		12	1001	Backorder
20823063	072621051199		4	1001	Backorder
20857494	072632891199		1	1001	Backorder
20974057	072613390199		4	1001	Backorder
21038562	072629208199		10	1001	Backorder
21070957	072629037199		10	1001	Backorder
21120432	072631652199		1	1001	Backorder
3943319	072621093199		20	1001	Backorder

Picture 9 Delivery schedules during the selected period

Your selection will now be shown if there are any scheduled deliveries during the selected period for the chosen Ship To(s) and part number(s). The list contains information about part number, order number, date, quantity, Ship To and status. Only not archived part and order number combinations are displayed. By using the corresponding radio buttons you can change the sort order to be presented. Get a paper copy of the selection by using the “Print” function in the bottom of the screen. To make a new selection, use the “Previous” button or, press “Planning” in the menu.

### Download Schedule

The function of downloading schedules gives the possibility to use the data in Excel or transfer it to any other application that can use txt file.

**Partner:** 99999 TESTPARTNER LEVERANTÖR      **Production**      **WebEDI ver 5.4.0.0** 06/05/2011 15:29:55

**Download Schedule** Step 1/2

Enter filter criterias below and click generate file to create the TXT file.

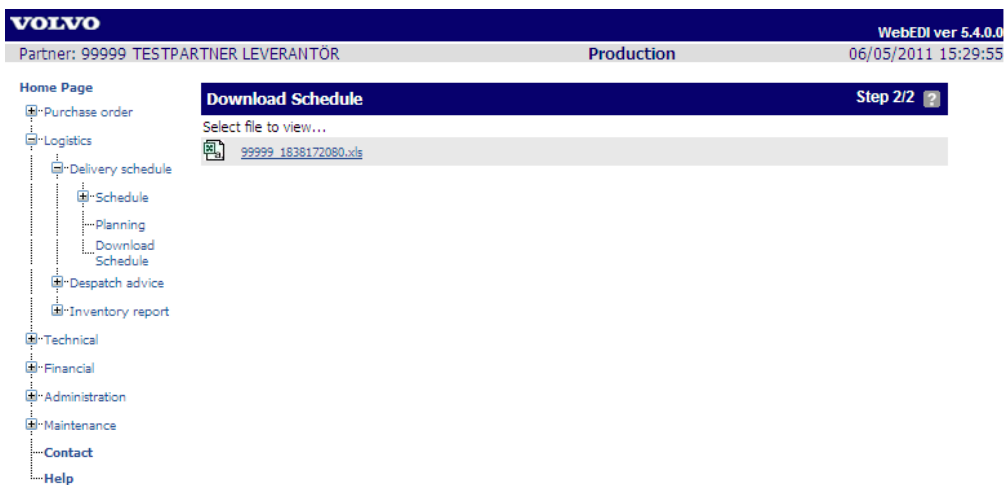
**Ship To:** 1705 \*

**Download Schedule** (circled in red)

**Generate file**

Picture 10 Download schedule – select Ship To

On this screen (see picture 10) you can select the Ship To destination you want to download the requirements for. If you choose “All” option then orders for all ship to will be shown. Next press the “Generate file” button. The system creates a popup window and shows the message “Generating file, please wait...” during the time it takes the system to generate the file. After the completed generation you can select the file that has been generated (Picture 11). Only not archived delivery schedules information is included.



Picture 11 Download schedule – select generated file

Click the file name to open or save the file (see example of content in the picture 12 and 13).

	A	B	C	D	E	F	G	H	I	J
1	Supplier ID	Consignee ID	SA number	Item numb	Issue	Part number	Our reference	Description	Delivery date	Quantity
2	99999	2270	55006666	1	25	V:00666666	PB	FORGING RING-OUTER	20061120	20
3	99999	2270	55006666	2	25	V:00666666	PB	FORGING RING-OUTER	20080428	20
4	99999	2270	55006666	3	25	V:00666666	PB	FORGING RING-OUTER	20080625	20
5	99999	2270	55006666	4	25	V:00666666	PB	FORGING RING-OUTER	20080703	10
6	99999	2270	55006666	5	25	V:00666666	PB	FORGING RING-OUTER	20080706	10
7	99999	2270	55006666	6	25	V:00666666	PB	FORGING RING-OUTER	20080710	10
8	99999	2270	55006666	7	25	V:00666666	PB	FORGING RING-OUTER	20080713	10
9	99999	2270	55006666	8	25	V:00666666	PB	FORGING RING-OUTER	20080717	10
10	99999	2270	55006666	9	25	V:00666666	PB	FORGING RING-OUTER	20080720	10
11	99999	2270	55006666	10	25	V:00666666	PB	FORGING RING-OUTER	20080723	150
12	99999	2270	55006666	11	25	V:00666666	PB	FORGING RING-OUTER	20080730	150
13	99999	2270	55000441	1	24	V:66303784	PB	FORGING RING-OUTER	20061120	50
14	99999	2270	55000441	2	24	V:66303784	PB	FORGING RING-OUTER	20080428	50
15	99999	2270	55000441	3	24	V:66303784	PB	FORGING RING-OUTER	20080628	50

Picture 12 Download schedule – example of content for Volvo Aero

# VOLVO

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	Calculation date:	Supplier no:	Ship to no:	Buyer part no:	Order no:	Final delivery point:	Dock/gate :	Supplier part number:	Acc rec qty:	Order balance:	Received quantity:	Latest despatch date/Delivery schedule date:	Latest despatch qty/Delivery schedule qty:	Latest despatch despnote/Delivery schedule status:	Type:
2	4/22/2009	99999	14489	21100620	336939108095	95	95	66666	12	13		3/24/2009	1	1166265	LD
3	4/22/2009	99999	14489	21100620	336939108095	95	95	66666	12	13		2/23/2009	5	1160307	LD
4	4/22/2009	99999	14489	21100620	336939108095	95	95	66666	12	13		2/16/2009	6	1159826	LD
5	4/22/2009	99999	14489	21100620	336939108095	95	95	66666	12	13		4/23/2009	0	Firm	SCH
6	11/19/2008	99999	258	11064034	900927841907	907	907	12345	2800	0	100	11/3/2008	100	1227586	LD
7	11/19/2008	99999	258	11064034	900927841907	907	907	12345	2800	0	100	10/22/2008	100	1223736	LD
8	11/19/2008	99999	258	11064034	900927841907	907	907	12345	2800	0	100	10/6/2008	100	1211240	LD
9	11/19/2008	99999	258	11064034	900927841907	907	907	12345	2800	0		11/25/2008	100	Firm	SCH
10	11/19/2008	99999	258	11064034	900927841907	907	907	12345	2800	0		1/12/2009	100	Commitment for material	SCH
11	11/19/2008	99999	258	11064034	900927841907	907	907	12345	2800	0		1/27/2009	100	Commitment for material	SCH
12	11/19/2008	99999	258	11064034	900927841907	907	907	12345	2800	0		2/11/2009	100	Commitment for material	SCH
13	11/19/2008	99999	258	11064034	900927841907	907	907	12345	2800	0		2/27/2009	100	Commitment for material	SCH
14	11/19/2008	99999	258	11064034	900927841907	907	907	12345	2800	0		3/16/2009	100	Commitment for material	SCH
15	11/19/2008	99999	258	11064034	900927841907	907	907	12345	2800	0		3/31/2009	100	Commitment for material	SCH
16	11/19/2008	99999	258	11064034	900927841907	907	907	12345	2800	0		4/17/2009	100	Planning/Forecast	SCH
17	11/19/2008	99999	258	11064034	900927841907	907	907	12345	2800	0		5/5/2009	100	Planning/Forecast	SCH
18	11/19/2008	99999	258	11064034	900927841907	907	907	12345	2800	0		5/20/2009	100	Planning/Forecast	SCH
19	11/19/2008	99999	258	11064034	900927841907	907	907	12345	2800	0		6/6/2009	100	Planning/Forecast	SCH
20	11/19/2008	99999	258	11064034	900927841907	907	907	12345	2800	0		6/24/2009	100	Planning/Forecast	SCH
21	11/19/2008	99999	258	11064034	900927841907	907	907	12345	2800	0		7/10/2009	100	Planning/Forecast	SCH
22	11/19/2008	99999	258	11064034	900927841907	907	907	12345	2800	0		8/24/2009	100	Planning/Forecast	SCH
23	11/19/2008	99999	258	11064034	900927841907	907	907	12345	2800	0		9/11/2009	100	Planning/Forecast	SCH
24	11/19/2008	99999	258	11064034	900927841907	907	907	12345	2800	0		9/28/2009	100	Planning/Forecast	SCH
25	11/19/2008	99999	258	11064034	900927841907	907	907	12345	2800	0		10/19/2009	100	Planning/Forecast	SCH
26	11/19/2008	99999	258	11064034	900927841907	907	907	12345	2800	0		11/6/2009	100	Planning/Forecast	SCH
27	11/19/2008	99999	258	11064034	900927841907	907	907	12345	2800	0		11/23/2009	100	Planning/Forecast	SCH
28	11/19/2008	99999	258	11064034	900927841907	907	907	12345	2800	0		12/10/2009	7	Planning/Forecast	SCH
29	11/19/2008	99999	258	15079714	900927841907	907	907		100	0	100	6/18/2008	100	1176084	LD
30	11/19/2008	99999	258	15079714	900927841907	907	907		100	0		11/19/2008	0	Firm	SCH

Picture 13 Download schedule – example of content for all others