

INFORMATION TECHNOLOGY

VOLVO

WebEDI Manual

Despatch advice

Despatch advice

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 administrate despatch advices and pallet labels in WebEDI.

Index

Despatch advice	2
Index.....	2
General	2
User support	2
Navigation	3
How to get started with Despatch Advice in WebEDI	4
General	4
Labels	4
Basic requirements for the label	4
Administration.....	5
Part numbers.....	5
Part and package data	7
Create a Despatch Advice	10

General

A log in procedure must be performed before despatch advices can be created in WebEDI. This manual describes how to administrate despatch advices and pallet labels in WebEDI.

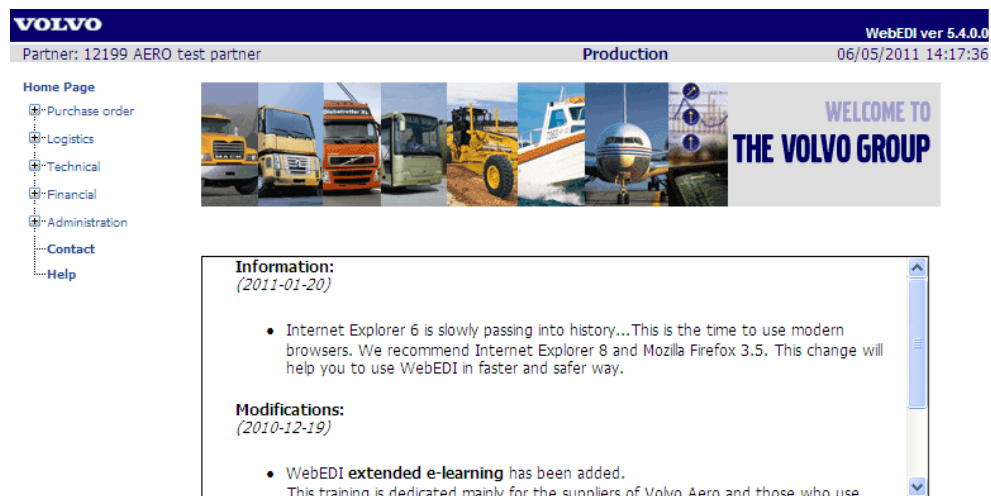
User support

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 log in and ends when the user log out).



Picture 1 WebEDI home page

- 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) 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 web browser to go back or forward during a WebEDI session



Picture 2 The navigation buttons in web browser should not be used

How to get started with Despatch Advice in WebEDI

General

The purpose of the despatch advice is to provide the Ship To (consignee) of the goods with detailed information relating to the actual content of a despatch sent by a Ship From (consignor). The message is based upon the definition of a despatch as a specified amount of goods sent by a specified Ship From to a specified Ship To on a specific occasion. It also provides information concerning transportation and the actual packages and handling units in the despatch.

Further, the notification must not be sent until the actual loading procedure is completed and no later than one hour after the goods have been despatched.

Labels

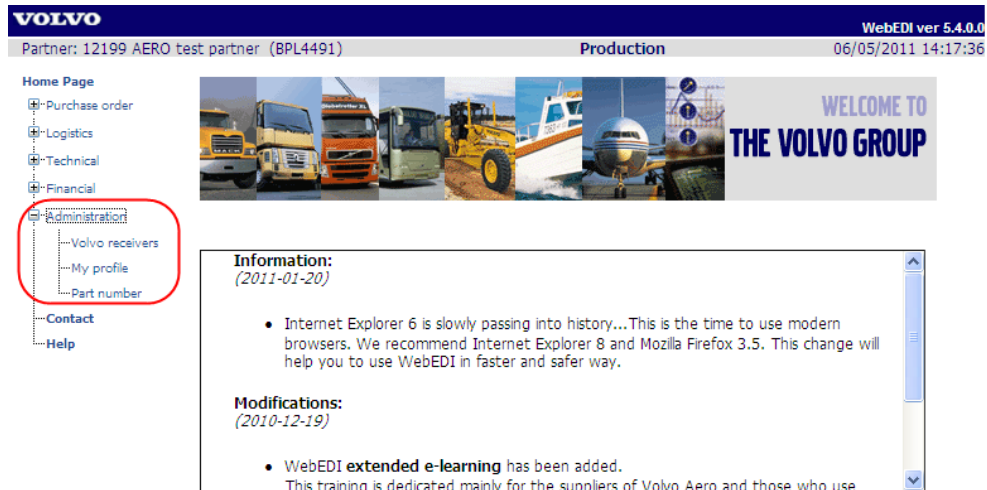
The despatch advice information is strictly tied together with the physical goods through the bar-coded pallet labels. You will find more information about this in the following pages.

Basic requirements for the label

The label paper must be white with black printing. To minimize the risks of distortion it is recommended that the label paper is 160-170 g/m² and weather resistant. The label must be durable enough to ensure readability at its destination. To ensure readability, a very high print quality is demanded. To achieve this quality, laser, thermo or thermo transfer printers are highly recommended.

Administration

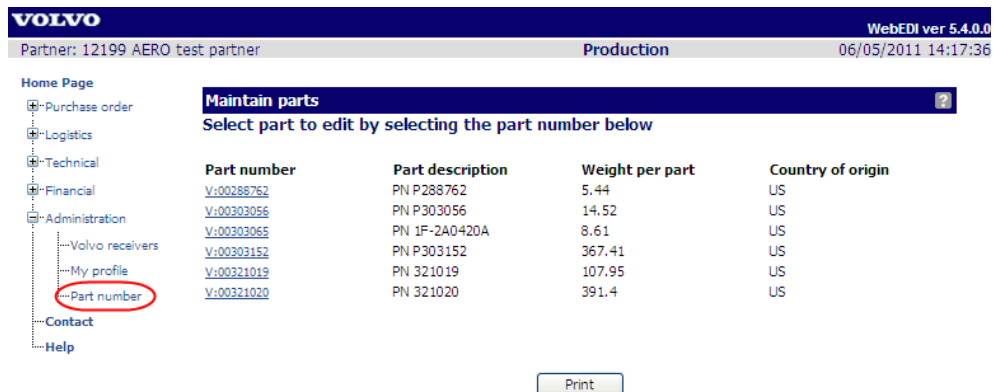
To be able to make Despatch Advices and print pallet labels, some basic data need to be updated for each concerned Ship To.



Picture 3 Administrative items in the main menu

Part numbers

Open "Part number" under "Administration" by clicking in the menu on the left-hand side of the screen (picture 3).



Picture 4 Parts administration page

VOLVO

On this screen (picture 4) all part numbers are listed. New part numbers will be added to the list automatically by the delivery schedule. Click on a part number to edit the part and package data of that specific part (picture 5).

If VMI (Vendor Managed Inventory) flows via Volvo Logistics new parts are added by Volvo Logistics, the warehouse keeper, without publishing a delivery schedule on the WebEDI.

Picture 5 Part administration page

Part and package data

Part description and supplier part number are optional. Weight per part and country of origin are mandatory fields and must be filled. The traceability for the part can be set to None, Serial Number or Batch Number.

The package type, package reference number, quantity per package and package weight are also mandatory. This information is given in the packing instruction issued by each goods recipient.

Package type and package reference number are defaulted, with “Other” and “NIL”, for normal packaging in wooden pallets with one part number per pallet, so this data normally do not need to be changed. Only fill in the quantity packed per package and the weight of an empty packet. For specified package types the package weight is defined as follows:

Package type	Package weight
500	0,450 kg
600	0,772 kg
780	2,050 kg
790	4,000 kg
750	1,064 kg
800	2,050 kg
840	2,980 kg

Net and gross weights will be calculated automatically.

You can find some generic boxes (A box, B box and C box) in the “Pack. Type” list. When you select any of these boxes a popup window should appear (picture 6).

Note:

You have reached this screen since you have selected an A box, B box or C box.

These boxes represent suppliers own small boxes. If Volvo's small boxes are used for your shipments please select the appropriate number e.g 750, 780, 790 or 840!

The usage of suppliers own small boxes must be approved and instructed by the Volvo customer before it is allowed to use them.

Select the label size that will fit on your small boxes

Label type & size

Odette 1.4, W 210, H 148 mm

Odette 3.1, W 210, H 74 mm

Volvo Small, W 125, H 70 mm

Please verify the pack weight!

Picture 6 Choice of a label type and size

You have to select one of “Label type & size” buttons and press “Save” to go to next step.

Package type “Other” and reference “NIL” shall also be used when mixing different part numbers in one common outer emballage or mixing the same part number but with different order number, if the goods are not loaded into package types “500”, “600”, “750”, “780”, “790”, “800”, “840”, “A box”, “B box”, “C box”. To mix different part numbers is, of course, only allowed after a special agreement with the concerned goods receiver. Find more about how mixed packages are handled by the system in the section “Create a Despatch Advice”.

Some packages types have limitations regarding maximum number of packages to be loaded on pallets:

- Type 500 – maximum 48 packages per pallet
- Type 600 – maximum 24 packages per pallet
- Type 750 – maximum 32 packages per pallet
- Type 780 – maximum 16 packages per pallet
- Type 790 – maximum 8 packages per pallet
- Type 800 – maximum 16 packages per pallet

VOLVO

- Type 840 – maximum 8 packages per pallet

“500”, “600”, “750”, “780”, “790”, “800” and “840” in the package type list refers to package types that demand a special agreement with the goods recipient, and shall not be used unless this exists

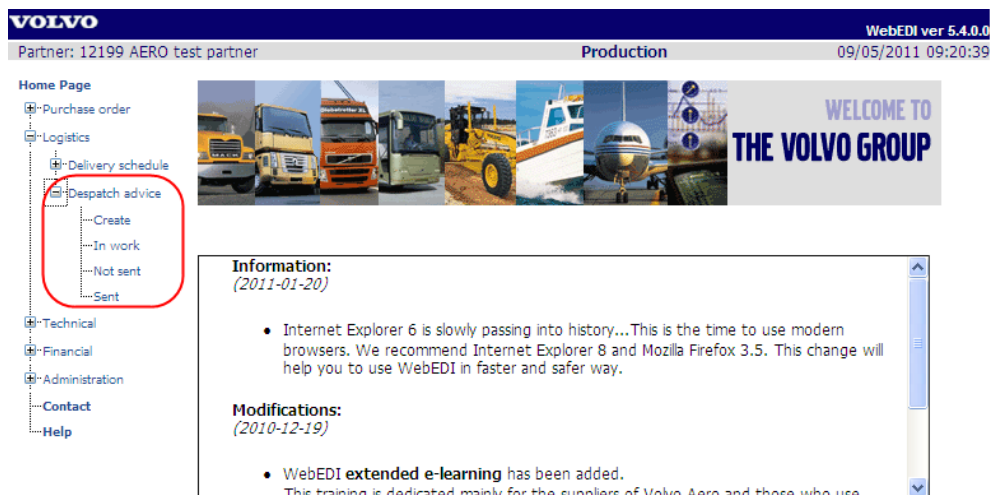
Save your changes with the "Save" button.

Create a Despatch Advice

The despatch can be planned and prepared up to five days in advance. The function of it is to advise the receiver of the goods. Also the physical goods reception is supported by the bar-coded labels fixed on the pallets.

It is possible to split the work of creating a despatch advice into different occasions. Depending on what data is created you will find every initiated despatch advice under the "Despatch advice" navigation menu. "In Work" gives the possibility to finish a despatch advice you have started to fill in, but which is not yet ready to be sent. "Not sent" shows messages ready for sending. A despatch advice cannot be sent until the date of the despatch. Every despatch advice that has reached Volvo will be found by clicking on "Sent".

Despatch advices under "In work" and "Not sent" can be deleted by using the "Remove" function.



Picture 7 Despatch advice items in the main menu

The following pages will show you more about how to create and send a despatch advice in this application.

Click on "Create" under "Despatch advice" in the "Logistics" section of the menu (picture 7).

VOLVO WebEDI ver 5.4.0.0
Partner: 12199 AERO test partner Production 09/05/2011 09:24:17

Home Page
Purchase order
Logistics
Delivery schedule
Despatch advice
Create
In work
Not sent
Sent
Financial
Administration
Contact
Help

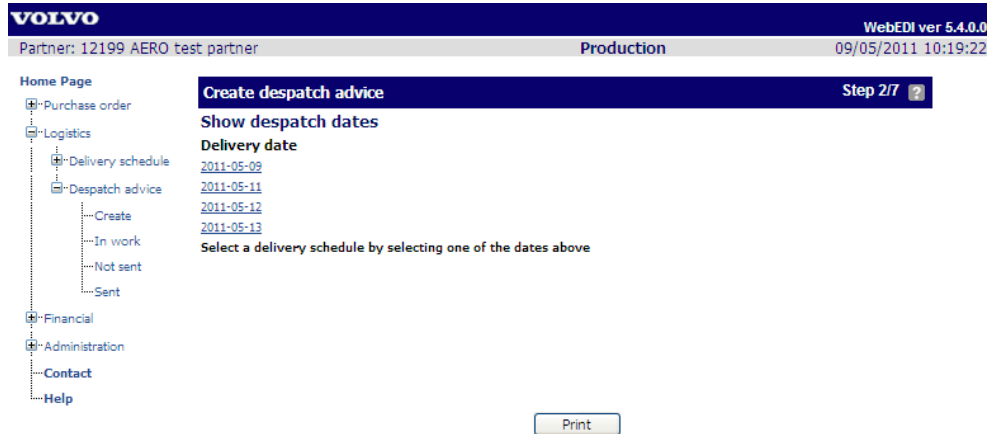
Select Ship To at Volvo Step 1/7 ?

Select Ship To

Id	Name	Place of discharge
2270	VOLVO AERO CORPORATION	0004
230585	Volvo Aero Norge	NJ01

Picture 8 Selection of a Volvo plant (ship to)

Select Ship to by clicking on the Volvo plant number (picture 8).



Picture 9 Selection of a delivery date

The next screen (picture 9) shows information related to the delivery schedule. If there are no planned deliveries during the coming 5 days, no date will be shown.

Given date

If a date appears, you can start prepare the despatch by clicking on it.

Backorder

The “Backorder” choice will be shown for planned deliveries which are not yet delivered, or that have not yet reached the Ship To at the calculation date of the delivery schedule. Delivery according to plan can be confirmed by comparing the backorders to goods already delivered.

WebEDI ver 5.4.0.0
 Partner: 12199 AERO test partner Production 09/05/2011 10:19:22

Create despatch advice (1) Step 3/7 ?

Select parts to deliver

Supplier No. 12199 **Customer number** 02270
Supplier name AERO test partner **Ship-To Number** 2270
Ship-To Name VOLVO AERO CORPORATION

Delivery date 2011-05-02

Delivery schedule

To deliver	Part number	Order number	Delivery date	Quantity	Despatched	To desp.	Status
<input type="checkbox"/>	VOLS:10060140	0055002896	2010-12-02	1	1	0	Backorder
<input type="checkbox"/>	VOLS:10060140	0055002896	2010-12-03	1	1	0	Backorder
<input type="checkbox"/>	VOLS:10060140	0055002896	2010-12-06	1	0	1	Backorder
<input type="checkbox"/>	VOLS:10060140	0055002896	2010-12-07	1	0	1	Backorder
<input type="checkbox"/>	V:00303194	0055002906	2011-01-04	1	1	0	Backorder
<input type="checkbox"/>	V:00303194	0055002908	2011-01-11	3	0	3	Backorder
<input type="checkbox"/>	V:00303194	0055002908	2011-01-12	5	2	3	Backorder
<input type="checkbox"/>	V:00303194	0055002908	2011-01-16	5	0	5	Backorder
<input type="checkbox"/>	V:00303194	0055002908	2011-01-17	5	0	5	Backorder
<input type="checkbox"/>	V:00303152	0055002934	2011-03-23	1	1	0	Backorder
<input type="checkbox"/>	V:00303152	0055002934	2011-03-24	1	0	1	Backorder
<input type="checkbox"/>	V:00303194	0055002935	2011-03-24	1	0	1	Backorder
<input type="checkbox"/>	V:00303152	0055002934	2011-03-28	1	0	1	Backorder
<input type="checkbox"/>	V:00303152	0055002934	2011-04-25	1	0	1	Backorder
<input type="checkbox"/>	VOLS:10023457	0055002862	2010-06-09	1	2	0	Planning/Forecast
<input type="checkbox"/>	VOLS:10023457	0055002863	2010-06-10	1	1	0	Planning/Forecast
<input type="checkbox"/>	VOLS:10023457	0055002864	2010-06-10	1	1	0	Planning/Forecast
<input type="checkbox"/>	VOLS:10023457	0055002862	2010-06-10	100	1	99	Planning/Forecast
<input type="checkbox"/>	VOLS:10023457	0055002864	2010-06-11	1	1	0	Planning/Forecast
<input type="checkbox"/>	VOLS:10023457	0055002863	2010-06-11	1	0	1	Planning/Forecast
<input type="checkbox"/>	VOLS:10023457	0055002862	2010-06-11	200	0	200	Planning/Forecast
<input type="checkbox"/>	V:00303152	0055001581	2010-06-14	4	4	0	Firm
<input type="checkbox"/>	VOLS:10023457	0055002862	2010-06-14	1	0	1	Planning/Forecast
<input type="checkbox"/>	VOLS:10023457	0055002862	2010-06-15	1	0	1	Planning/Forecast

Print Next

Picture 10 Deliveries for a chosen date

After clicking on the date in the last screen, the next one (picture 10) shows all deliveries planned for up until the date chosen. The backorder lines may already have been delivered, but have not yet been received by Volvo at the date of calculation of the delivery schedule. Those lines are the same as you see if you choose "Backorder" in the previous screen.

Parts that were sent in delivery schedules that have been archived are not shown in this list. You cannot create despatch advice from archived delivery schedules.

Part number lines highlighted with a grey line are not completed in the administration. Click on the corresponding part number link to complete the missing information. It can be package, weight, country of origin data missing. Return to this screen with the "previous" function.

If no line is marked with grey, you can check the box "To deliver" for the parts you plan to deliver. Go to the next step by clicking on "Next" at the bottom right.

The quantity will be shown for each part number and the corresponding order number. A picking list can be printed by the "Print" function. After the parts have been physically picked from your storage, the field "Qty to deliver" can be changed if you cannot meet the demands of the delivery schedule. Before going to the next step, you must be sure of the quantities for each part.

After this point the despatch advice can be picked up again under the "In work" section in the menu.

Partner: 12199 AERO test partner WebEDI ver 5.4.1.0
09/05/2011 11:33:49

Home Page **Create despatch advice (304101)** Step 5/7 ?

[Purchase order](#)
[Logistics](#)
 [Delivery schedule](#)
 Despatch advice
 --Create
 --In work
 --Not sent
 --Sent
[Financial](#)
[Administration](#)
[Contact](#)
[Help](#)

Create package labels
 Despatch advice note number *
 Delivery Date *

Part number	Order number	Quantity	Mixed pallet	Package	Package labels	S nr./B nr.
V:00303152	0055002934	1	<input type="checkbox"/>	NIL	50967	Edit
V:00303194	0055002908	3	<input type="checkbox"/>	NIL	50968	Edit
VOLS:10023457	0055002862	3		780	50969	Edit
VOLS:10023457	0055002862	3		780	50970	Edit
VOLS:10023457	0055002862	3		780	50971	Edit
VOLS:10023457	0055002862	3		780	50972	Edit
VOLS:10023457	0055002862	3		780	50973	Edit
VOLS:10023457	0055002862	3		780	50974	Edit
VOLS:10023457	0055002862	2		780	50975	Edit

[Previous](#) [Print](#) [Print package labels](#)

Picture 11 Despatch advice creation step 5 of 7

At the next step (picture 11) you can choose to keep the suggested despatch advice note number, or change it. Always make your choice before leaving this screen, otherwise the suggested despatch advice note number will be selected and frozen.

Delivery Date is setup as today's date by default. You can change this date up to 5 days forward. Make sure that the delivery date is correct – you won't have the possibility to change it at next steps.

All parts have been split into pallet quantities and package label numbers have been created for them.

A "Mixed Pallet" option will be available for any part numbers where you

have selected package type “Other” in the parts maintenance. Check the “Mixed Pallet” boxes if you wish to adapt to this type of emballage structure. To mix different part numbers is, of course, only allowed after a special agreement with the concerned goods receiver. The mixed function can only be used for at least two part numbers with package type “Other”. Package types “500”, “600”, “750”, “780”, “790”, “800” or “840” will not have the “Mixed Pallet” option. Part numbers with these package types can be loaded on the same pallet at step 6/7. To load identical part numbers that are connected to different order numbers on the same pallet, check the “Mixed Pallet” option at this step.

If the traceability for the part has been set to “Serial” or “Batch” in the Administration part of WebEDI the serial number or batch number can be filled in by clicking the “Edit” button.



Picture 12 Generating labels

Print the Package Labels by clicking on the "Print package labels" function at the bottom of previous screen. A new window (picture 12) with a label file appears. Two versions of PDF printouts are generated – one with one label per page (paper size equals to the label size) and the second with A4 paper size. Click on the filename to open it and print the labels.

RECEIVER VOLVO AERO CORPORATION TROLLHÄTTAN		DOCK / DATE 4020	
ADVICE NOTE NO (N) 304101 		SENDERNAME AND ADDRESS AERO test partner,	
PART NUMBER (P) V:00303152		NET WEIGHT (KG) 10	GROSS WEIGHT (KG) 130
QUANTITY (Q) 1 		DESCRIPTION Forging	
SUPPLIER NUMBER (V) 12199 		SUPPLIER PART NUMBER AA22845	
SERIAL NUMBER (S) 50958 		DATE D110509	ENG. CHANGE
		CHARGE-NO (H)	

Picture 13 Label printout example

The file can be saved on your system by clicking the floppy disc icon. Print all labels on your printer (picture 13) and close the label window and the file window. Attach the labels to the correct pallets according to our labeling instructions.

If you are using "small box", a packing list can be printed by the "Print" function to help you indicate on which pallet to load the goods.

Move on with "Next" in the bottom right corner, a choice that appears after you have printed the package labels.

Partner: 12199 AERO test partner **WebEDI ver 5.4.1.0**
09/05/2011 12:28:07

Create despatch advice (304101) **Step 6/7** ?

Load package(s) on pallet(s)

Part number	Order number	Package/Pallet label	Quantity	Package	Pallet no
VOLS:10023457	0055002862	50960	3	780	3
VOLS:10023457	0055002862	50961	3	780	3
VOLS:10023457	0055002862	50962	3	780	3
VOLS:10023457	0055002862	50963	3	780	4
VOLS:10023457	0055002862	50964	3	780	5
VOLS:10023457	0055002862	50965	3	780	5
VOLS:10023457	0055002862	50966	2	780	5

Pallet no	Part number	Package/Pallet label	Quantity	Pack. Ref.
1	V:00303152	50958	1	NIL
2	V:00303194	50959	3	NIL

Picture 14 Loading packages on pallets

If you are using “small box” (Package types “500”, “600”, “750”, “780”, “790”, “800” or “840”) or the “Mixed Pallet” option you will now reach a screen (picture 14) used for placing packages on pallets. Select pallet numbers for where you wish to place each package. Then save your choices with “Load Pallets” and continue with “Next”. If you are not using “small box” or “Mixed Pallets” you will get directly to the next screen (picture 15).

Partner: 12199 AERO test partner **WebEDI ver 5.4.1.0**
09/05/2011 12:28:07

Create despatch advice (304101) **Step 7/7** ?

Print despatch note

Despatch advice note number 304101

Delivery date 2011-05-09

Carrier *

Transport note number *

Total weight *

Part number	Order number	Package/Pallet label	Quantity	Pack. Ref.
V:00303152	0055002934	50958	1	NIL
V:00303194	0055002908	50959	3	NIL
VOLS:10023457	0055002862	50976	9	780
VOLS:10023457	0055002862	50977	3	780
VOLS:10023457	0055002862	50978	8	780

Picture 15 The last step of despatch advice creation





Your Despatch Advice is ready except the Carrier and Transport note information. Fill in the carrier, which will pick up the goods and give the transport note number or VTD-Document number.

Supplier id - サプライヤーID 12199		Despatch note - ディスパッチノート 304101		Date - 日付 2011-05-09				
Buyer - 発注者 VOLVO AERO CORPORATION BOX 136 S-461 01 TROLLHÄTTAN Sweden		Seller - 受注者 AERO test partner xxxxx		Transport id - トランスポートID 201593				
Ship-To - 出荷先 VOLVO AERO CORPORATION 0004		Extra info - 追記 5 PALLETS - パレット 100 (NET) - (正味) 340 (GROSS) - (総載)		Carrier - 送達会社 DHL				
Part No. 部品番号	Qty 数量	Unit 単位	Order No オーダー番号	Description 説明	Origin 原産国	Pack type パッケージタイプ	Net 正味量	Packages パッケージ数
V:00303152	1	PCE	0055002934	Forging	US	NIL	10.00	1
V:00303194	3	PCE	0055002908	Disk - LPT, 6 STAGE	US	NIL	30.00	1
VOLS:10023457	20	PCE	0055002862	brackets	SE	780	60.00	7

Picture 16 Delivery note

If language other than English is set (or there is not translation for term) - despatch note titles are displayed in both English and current language
Print the delivery note to accompany the goods by clicking on “Print delivery note”. The delivery note opens in a new window (figure 20). Print it by clicking the right mouse button and select "Print".

Print the delivery note to accompany the goods by clicking on “Print delivery note”. The delivery note opens in a new window (picture 16). Print it by clicking the right mouse button and select "Print".

RECEIVER VOLVO AERO CORPORATION TROLLHÄTTAN		LOAD / UNITS 4000		
ADVICE NOTE NO (N) 304101 		SENDER NAME AND ADDRESS AERO test partner,		
PART NUMBER (P) VOLS:10023457		NET WEIGHT (KG) 27	GROSS WEIGHT (KG) 45	NO OF BOXES 3
QUANTITY (Q) 9 	DESCRIPTION brackets			
SUPPLIER NUMBER (S) 12199 	SUPPLIER PART NUMBER 12199			
SERIAL NUMBER (R) 50976 	DATE D110509		ENG. CHANGE	
CHANGE-NO (C)				

Picture 17 Pallet label example

If you use “small box” or “Mixed Pallet” then also print the pallet labels (picture 17) in this screen and attach them to the pallets according to our labeling instructions.



After the carrier has picked up the goods, the despatch advice is ready to be sent to Volvo. Therefore the "Save & Send" function is not available before the date of despatch. If the despatch date is a future date you choose the "Save" button before you exit this screen. You will then find the Despatch Advice in the menu under "Not sent". When you click on the "Save & Send" button your Despatch Advice has been sent to Volvo and can be viewed again under the "Sent" section in the menu.