

INFORMATION TECHNOLOGY

VOLVO

WebEDI Manual

FPNS Order Despatch Advice

WebEDI - Order Despatch Advice Manual

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 order despatch advices for the FPNS flow in WebEDI.

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General

A log in procedure must be performed before order despatch advice can be created in WebEDI. This manual describes how to administrate order despatch advices for FPNS in WebEDI.

User support

For user support concerning the log in to WebEDI please contact cmservices@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 read 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).

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-Jan-14)

- At the top of the menu is the link called “Home Page” it can be clicked to return to the first page of WebEDI at any time
- To contact WebEDI support by mail click the “Contact” link that is third from the bottom of the menu
- To get a hold of the manuals in WebEDI click the link “Help” that is second from the bottom of the menu
- NEVER use the navigation buttons in explorer to go back or forward during a WebEDI session



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 contents 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.

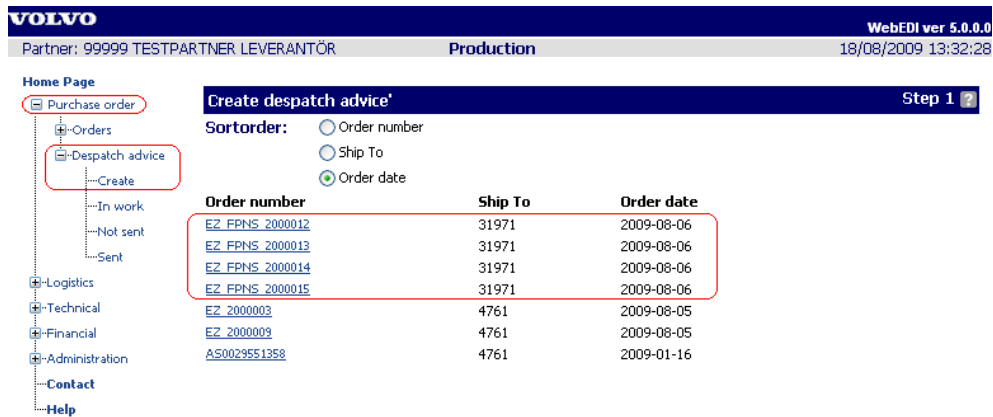
The notification must further not be made until the actual loading procedure is completed and no later than one hour after the goods have been despatched.

How to create and send Despatch Advice

Once an order has been received, examined and confirmed and the goods have been loaded for despatch it is time to create a despatch advice to provide information concerning the contents of the despatch. The function of it is to advise the receiver of the goods.

Monitoring Despatch Advice

As long as there are parts that have been ordered and confirmed but not despatched, despatch advices can be created.



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18/08/2009 13:32:28

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Create despatch advice' Step 1 ?

Sortorder: Order number
 Ship To
 Order date

Order number	Ship To	Order date
EZ_FPNS_2000012	31971	2009-08-06
EZ_FPNS_2000013	31971	2009-08-06
EZ_FPNS_2000014	31971	2009-08-06
EZ_FPNS_2000015	31971	2009-08-06
EZ_2000003	4761	2009-08-05
EZ_2000003	4761	2009-08-05
AS0023551358	4761	2009-01-16

To show orders from which to create Despatch Advices:

- Click on the link “Purchase Order” in the menu
- Click “Despatch Advice”
- Click “Create”

Sort orders:

- To sort order numbers in descending order, click the radio button by “Order number” (a radio button looks like this)
- To sort orders by ship to, click the radio button by “Ship To”
- To sort orders by order date, click the radio button by “Order date”

To create Despatch Advice from a received order:

- Click on order to create despatch advice from.

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Create despatch advice Step 2/4 ?

Supplier number 99999	Customer number 31971
Supplier name	Ship-To Number 31971
Order date 2009-08-06	Ship-To Name Renault

All articles

To deliver	Part number	Order number	Order line number	Quantity	Delivery Date
<input checked="" type="checkbox"/>	20375274	EZ_FPNS_2000015	40	15	2009-08-25
<input type="checkbox"/>	20375274	EZ_FPNS_2000015	10	23	2009-08-21
<input checked="" type="checkbox"/>	20375274	EZ_FPNS_2000015	40	25	2009-08-22
	20528020	EZ_FPNS_2000015	30	35	2009-08-22

Previous Next

Send a Despatch Advice on a confirmed order

Once an order from which to create a despatch advice is chosen the items to despatch can be decided. The different items in the list can be chosen or changed so that the sender can inform the Ship To about the delivery. If an item row is grey, it means that country of origin information regarding the part number is missing. If an item has that information, the square will be filled in advance but the mark can be removed if it is clicked.

- To choose an item to deliver, click a mark in the square to the left of the part number.
- To remove a “To deliver” choice, click on the mark in the square.
- To fill in country of origin information for an item, click on the part number.
- To confirm the selection and continuing the creation of the despatch advice click on the button named next in the bottom right corner.
- If a part number is clicked, a new window will be displayed with possibility to set country of origin.



- Select country of origin and click “OK” button.

If there are more lines with the same part number available, despatch advice can be created with only one (the same) order line number. In other case there is message displayed telling not to merge many lines of the same article.

When the parts to create a despatch advice have been chosen and the button named “Next” has been clicked, there is an opportunity to lower the quantities if parts for some reason could not be loaded. The part number can never be set to zero, if a part has been chosen that should not be, click on “Previous” button and unselect the part. Do NOT use the “back” button in the web browser.

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Create despatch advice Step 3/4 ?

Despatch advice note number: *

Delivery Date: *

Enter quantities for part

Part No.	Delivery Date	Order line number	Qty	Qty to deliver
20375274	2009-08-25	40	15	<input type="text" value="15"/> *
20375274	2009-08-22	40	25	<input type="text" value="10"/> *

- To change the quantity for some part, click in the field to the right of the part number and fill in a lower quantity (not zero).
- Enter dispatch advice note number
- Select delivery date
- Click on the button named “Next” to continue.

A delivery note should be printed so that the carrier can bring it with the goods.

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Despatch saved

Create despatch advice (723A523123) Step 4/4 ?

Despatch advice note number: 723A523123
 Delivery Date: 2009-08-18

Part number	Order number	Quantity
20375274	EZ_FPNS_2000015	25

Print delivery note Send

- Click on the button named “Print delivery note” to print the delivery note (see further instructions on next page)
- To save and send the despatch advice click on the button named “Send”

When the button named “Print the delivery note” has been clicked a new window will appear from which the delivery note can be printed.

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

Supplier id - サプライヤーID 99999		Despatch note - ディスパッチノート NFPNS00100113		Date - 日付 2009-12-09
Buyer - 発注者 RENAULT TR. SAS / VOLVO PARTS		Seller - 受注者 TESTPARTNER LEVERANTÖR Volvo IT 40508 goteborg Sweden		Ship-To - 出荷先 RENAULT TR. SAS / VOLVO PARTS 3822
Part No. 部品番号	Qty 数量	Unit 単位	Order No オーダー番号	Origin 原産国
21101479	1	PCE	NFPNS00100113	HR
20894712	3	PCE	NFPNS00100113	JP

- To print the delivery note right click on the note and select “Print”
- To save the delivery note click “File” to the left in the top and choose “Save as”
- Close the window and continue with the despatch advice

Once the Despatch Advice is sent

After all the necessary steps have been taken to create a despatch advice and the despatch advice has been sent it can be found in “Sent” in the menu. Information from the despatch advice is later used when the invoice for the products are created.

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Select despatch Sent			
Despatch advice note no	Ship To	Despatch date	Created (edited) date
A52346132	31971	2009-08-18	2009-08-18 14:07
723A523123	31971	2009-08-18	2009-08-18 14:02

To monitor and print sent Despatch Advice

- Click on “Purchase order”, “Despatch advice” and “Sent” in the menu
- Click on the blue underlined Despatch advice that is to be reviewed

Once a despatch advice has been clicked in “Sent”, all the details regarding the despatch advice can be inspected and printed.

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Supplier id 99999	Despatch note 723A523123	Date 2009-08-18
Buyer Renault Trucks SAS/Parts LYON Rue Amadéo FR 69635 Vénissieux FRANCE	Seller TESTPARTNER	Ship-To Renault Trucks SAS/Parts LYON 4422
Part No. 20375274	Order No EZ_FPNS_2000015	Origin UK

- Back
- Forward
- Save Background As...
- Set as Background
- Copy Background
- Set as Desktop Item...
- Select All
- Paste
- Create Shortcut
- Add to Favorites...
- View Source
- Encoding ▾
- Print**
- Refresh
- Export to Microsoft Excel
- Properties

- Right click on the despatch advice and choose “Print”