

INFORMATION TECHNOLOGY

VOLVO

WebEDI Manual

TSE Invoice

TSE 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 order invoices for Truck Shop Europe (TSE) 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 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).

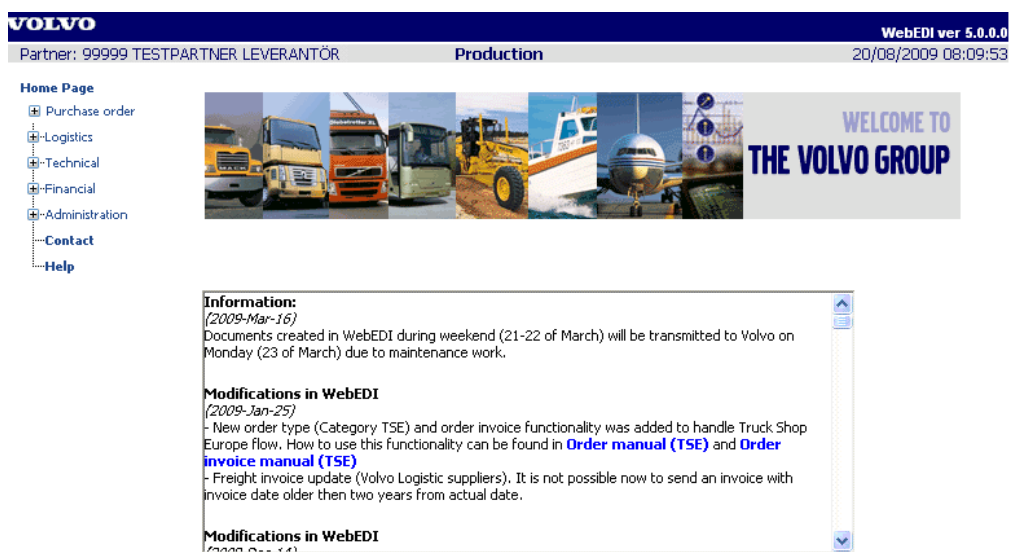


Figure 1 This is the WebEDI Home Page that is reached after the login

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



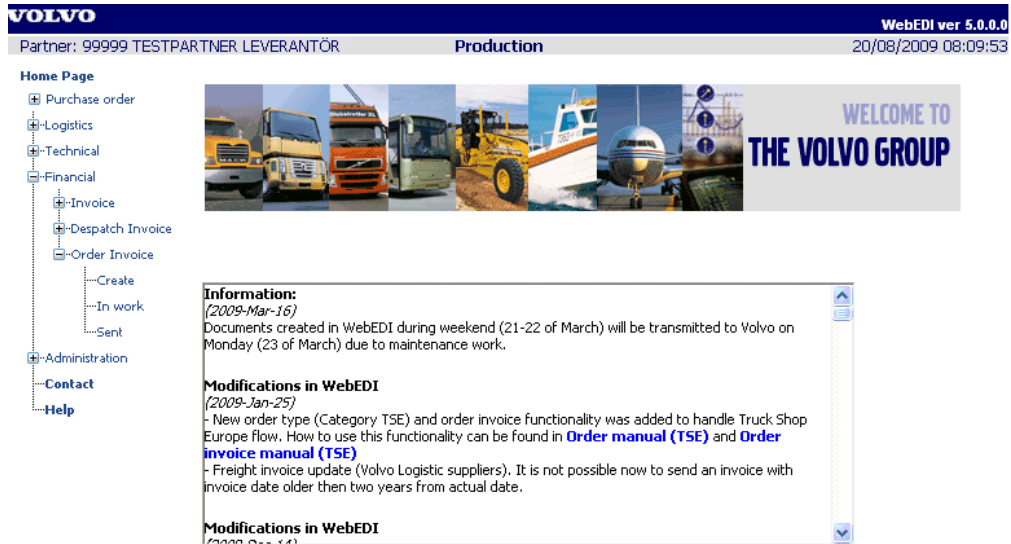


Figure 2 Navigate to "Order Invoice" by using the menu to the left on the page

How to create a TSE 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 "Order Invoice" and finally click "Create".

VOLVO WebEDI ver 5.0.0.0
 Partner: 99999 TESTPARTNER LEVERANTÖR Production 20/08/2009 13:14:18

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

Select order Step 1/4 ?

Order	Category	Ship To	Order date
AS200005	TSE	1785	2007-12-14 11:23
AS200004	TSE	1785	2007-12-14 11:23

Figure 3 Choose order to create invoice

To create the invoice from the order click on the order number link. Sometimes there is no possibility to create invoice from the order (there is no active link to click).

To create invoice order should have

- one or more lines that is not invoiced
- one or more lines that the “Required delivery date” is less or equal today

VOLVO WebEDI ver 5.0.11.0
 Partner: 99999 acb (BPL2161) QA 27/01/2010 08:05:22

Start
 -Zamówienie
 -Logistyka
 -Dokumenty techniczne
 -Finanse
 -Administracja
 -Odbiorcy Volvo
 -Mój profil
 -Numer części
 -Kontakt
 -Pomoc

Enter invoice Step 2/4 ?

Information about buyer and seller

Invoice number: * Invoice date: *

Buyer:
 Buyer: [1785 - Buyerdb volvo corporation](#)
 Ship To: [1785 - Consignee/SHIP.todb.volvo corporati](#)
 Invoicee: [1 - Invoicee db.volvo corporation](#)
 VAT no: 23324345345
 Invoicing currency: EUR

Seller:
 Seller: 99999 - Sellerdb volvo corporation
 Official address: *
 VAT No: *
 VAT rate: *
 VAT Category: * Description
 Bank: *
 Account holder name: *
 Account no: *

Figure 4 Fill in requested invoice header information

Invoice number: Your invoice number (max 16 characters).

Invoice date: Your invoice date (possible to change to an earlier date, up to previous year).

Buyer information
Contains read only information about buyer, ship to, invoicee, vat no and Invoicing currency

Supplier information
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.

Bank: Name of the bank or financial institution you are using.
Account holder name: Name of the legal person that holds the account.
Account holder number: Your bank account number.

Account number is mandatory information on the invoice, but payment will be done according to earlier agreement in Volvo's Accounts Payable. If you change the Bank name and/or account number you have to inform the purchaser at Volvo.

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.

The screenshot shows the Volvo WebEDI interface. At the top, it displays 'VOLVO' and 'WebEDI ver 5.0.0.0'. Below this, it shows 'Partner: 99999 TESTPARTNER LEVERANTÖR' and 'Production' with a timestamp '20/08/2009 13:14:18'. A navigation menu on the left includes 'Home Page', 'Purchase order', 'Logistics', 'Technical', 'Financial', 'Invoice', 'Despatch Invoice', 'Order Invoice', 'Administration', 'Contact', and 'Help'. The main content area is titled 'Invoice A5200004' and 'Step 3/4'. Below the title, it says 'Enter article information for invoice A5200004'. A table with 7 columns is displayed: 'Line number', 'Article number', 'Order number', 'Quantity', 'Price', 'Unit of price', and 'Amount'. The table contains two rows of data.

Line number	Article number	Order number	Quantity	Price	Unit of price	Amount
10	11111	DF-3456677676	10	200.00	1	2000.00
20	22222	DF-3456677676	100	120.00	1	12000.00

At the bottom right of the screenshot, there is a 'Next' button.

Figure 5 Select line to add additional charges

In the next step there is a possibility to change a quantity of each article and to add additional charges to each of the line. To do it the proper "Article number" link should be clicked.

A new quantity must be positive integer.

VOLVO WebEDI ver 5.1.4.0
Partner: 99999 TESTPARTNER LEVERANTÖR 12/04/2010 11:01:54

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

Invoice AS20000 Step 3/4

Enter article information for invoice AS20000

Quantity: 10 * Unit of price: 1
Price: 200.00 VAT rate: 7
Amount: 2000.00 VAT Category: 5
Order number: DF-3456677676

Additional charges

Special service code	Amount	VAT rate	VAT Category	VAT amount
Select...	0 *	7	5	0
Select...				
Environmental protection service				
Freight service				
Handling				

per Order number	Quantity	Price	Unit of price	Amount
DF-3456677676	10	200.00	1	2000.00
DF-3456677676	100	120.00	1	12000.00

Next

Figure 5 Add additional charges

To add additional charges

- select "Freight service"
- select "Amount"
- set vat rate and vat category (defaults are taken from header)
- click "Add" button

The field "Vat rate" is read from the second step of creating invoice, and if the field will be changed all values in the additional charges will be recalculated.

The field "Vat amount" is calculated automatically.

To delete additional charges just click "Delete" button at the beginning of each line

If all additional charges are defined the "Next" button should be clicked to switch to the last step of creating Invoice.

VOLVO WebEDI ver 5.0.0.0
 Partner: 99999 TESTPARTNER LEVERANTÖR Production 20/08/2009 13:14:18

Home Page

- Purchase order
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- Technical
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 - Create
 - In work
 - Sent
- Administration
- Contact
- Help

Enter invoice Step 4/4

Totals for invoice AS200004

Article total (excl. VAT)	14000.00
Total additional charges (excl. VAT)	13.00
Total (excl. VAT)	14013.00 EUR
VAT 7%	980.91
VAT total	980.91 EUR
Total	14993.91 EUR

Adjust

Send invoice

Figure 6 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 additional expenses	Total additional expenses without VAT
Total (excl. VAT)	Total amount including additional expenses without VAT
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.

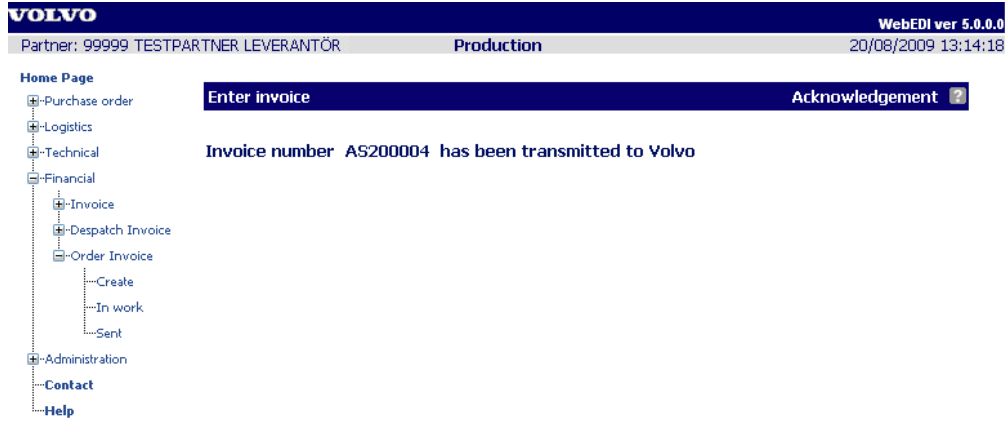


Figure 7 Confirmation of the transmission

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.

http://webedinet-ga.it.volvo.net/webedinet/Frames/InvoiceTSE/displayInvoice....

Web INVOICE AS200004 **Invoice date** 2009-08-20

Buyer	Seller
Ship-to: 1785 Consignee/SHIP to:db volvo corporati Starowka 32 Krakau 342342 PL	Seller No.: 99999 Seller:db volvo corporation Garden Wroclaw 5--5555 PL
Buyer no: 1785 Buyer:db volvo corporation Mexico City Mexico 23-3434 ME	Official address: Garden Bank: Swedish Bank Account holder name: Johan Kowalski Bank account: 35665831234
Invoice: 1 Invoice:db volvo corporation Mydlana 2 Wroclaw 50-232 PL	Invoicing currency: EUR VAT rate: 7 % VAT Category: S
VAT no: 23324345345	VAT no: 233232

Line number	Volvo Article No.	Order number	Quantity	Price	Unit of Price	Amount
10	11111	DF-3456677676	10	200.00	1	2000.00
20	22222	DF-3456677676	100	120.00	1	12000.00
						14000.00

Additional charges	VAT rate	VAT Category	Amount
Freight service	7 %		13.00
			13.00

VAT Summary	VAT	Taxable amount	Vat amount
	7%	14013.00	980.91

Total (excl. VAT)	14013.00
VAT amount	980.91
Total	14993.91

Figure 8 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.