

**INFORMATION TECHNOLOGY**

**VOLVO**

## **WebEDI Manual**

**Order (FPNS flow)**

## WebEDI - Order 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 monitor and confirm received FPNS orders.*

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### **General**

A log in procedure must be performed before purchase orders can be monitored and confirmed in WebEDI.

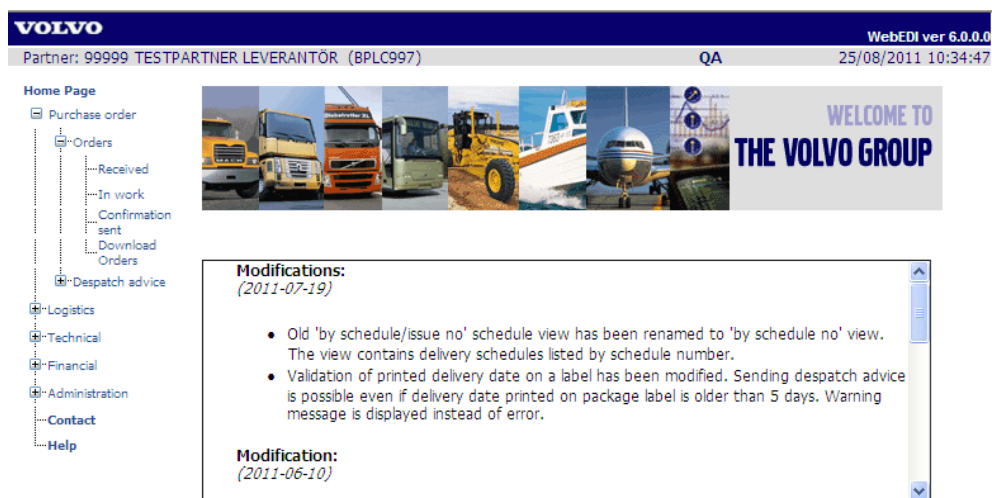
#### User support

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 the 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 there is the menu, that is used to navigate between the different options in WebEDI; the user can always reach it during a session.



- At the top of the menu there is a 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 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



## General

The purpose of the electronic order is to replace orders in any other forms of media, like for instance mailed or faxed ones. The orders are generated automatically at Volvo and sent out to suppliers that confirm them electronically. This form of exchange between the two parties minimizes the risk for faults, optimizes the information flow and partner integration.

# **VOLVO**

Orders are generated and sent from Volvos' systems to their suppliers. When a file is sent the supplier will receive an email that informs him or her that an order has been received. The supplier is then expected to log on to WebEDI, he confirms the order by accepting, changing or rejecting the items in the order and sends a response. If the order is fully accepted or rejected and sent it will be placed in the "Confirmation sent" folder. If the order is partially accepted or rejected it will be placed in the "In work" menu for further measures.

## ***To monitor and confirm received orders***

Once an order has been received, it can be found in the received folder under “Purchase order”. All the orders in the folder are orders that have been received but not opened and examined. The orders can be sorted in descending order according to number, ship to or order date.

The screenshot shows the Volvo WebEDI interface. At the top, there is a header with the Volvo logo on the left, 'Partner: 99999 TESTPARTNER LEVERANTÖR (BPLC997)' in the center, 'QA' on the right, and 'WebEDI ver 6.0.0.0' and '25/08/2011 11:20:38' on the far right. Below the header is a navigation menu on the left with categories: Home Page, Purchase order, Orders, Received, In work, Confirmation sent, Download Orders, Despatch advice, Logistics, Technical, Financial, Administration, Contact, and Help. The main content area is titled 'Show received orders' and includes a 'Sortorder:' section with three radio buttons: 'Order number' (selected), 'Ship To', and 'Order date'. Below this is a table with the following data:

Order number	Category	Ship To	Order date
<a href="#">NFPNS00101585</a>		31971	2009-01-16

## Monitoring orders

### **To show received orders:**

- Click on the link “Purchase Order” in the menu
- Click “Orders”
- Click “Received”

### **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 handle a received order

- Click on the chosen order

The screenshot shows the Volvo WebEDI interface. At the top, there is a header with the Volvo logo, partner information (Partner: 99999 TESTPARTNER LEVERANTÖR (BPLC997)), and the version (WebEDI ver 6.0.0.0). Below the header, there is a navigation menu on the left with options like Home Page, Purchase order, Orders, Received, In work, Confirmation sent, Download Orders, Despatch advice, Logistics, Technical, Financial, Administration, Contact, and Help. The main content area is titled "Order details" and shows the order number NFPNS00101585, order date 2009-01-16, supplier number 99999, customer number 31971, supplier name, ship-to number 31971, and ship-to name Volvo Polska Sp. z o.o. Below this, there is a table of items with columns for Part number, Quantity, Delivery Date, Accepted, Rejected, and Changed. The table contains two rows of items. At the bottom right, there is a "Send" button.

Part number	Quantity	Delivery Date	Accepted	Rejected	Changed	Dispatched
20894712	<u>50</u>	<u>2009-01-18</u>	<input checked="" type="radio"/>	<input type="radio"/> Select...		
21101479	<u>10</u>	<u>2009-01-17</u>	<input checked="" type="radio"/>	<input type="radio"/> Select...		

## Confirming a received order

Once an order has been chosen, the different items can be changed, accepted or rejected. After an order number has been chosen and the window with order details has appeared, the order is moved from “Received” to “In work”. The order will remain in the “In Work” folder until it has been fully accepted or rejected by the supplier or removed by the purchaser. If the order is fully accepted or rejected, it will be moved to “Confirmation sent”. When an order has been chosen, all the items are accepted by default at first.

- To see order details look at the next page
- To clear all the radio buttons click the link “Clear all”
- To choose reject on all the items click the link “Reject all”
- To set the reason for rejection select it from the list next to the reject radio button
- To choose acceptance on all items click the link “Accept all”
- To change quantity and/or delivery date for an item click on the blue, underlined quantity or delivery date for the chosen item (see page 8)
- To send the confirmation, click on the button named “Send” in the bottom right corner

## Order details

- To see order details click on the blue underlined order number

http://webedinet-qa.it.volvo.net/webedinet/Frames/RequisitionRenault/OrderDetail...

<b>Order number</b> NFPNS00101586 /AG	<b>Order date</b> 2009-01-16
<b>Supplier number</b> 99999	<b>Customer number</b> 31971
<b>Seller</b>	<b>Customer</b>
<b>Supplier contact person</b>	<b>Customer contact person</b> Marcin Domaradzki +48713021797
	<b>Ship-To address</b> Volvo Polska Sp. z.o.o. ul. Mydlana 2 PL 51-502 Wroclaw
	<b>Ship-To Number</b> 31971

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Item no.	Part number	Description
	Quantity	Configuration value
	Unit price	Configuration value description
	Supplier article no.	Delivery Date
	EAN no.	Amount
20	20894712 50 1710 PLN	HATCH, COOLER, LHS, VL13.0  2009-01-18 85500
10	21101479 10 1710 PLN	HATCH, COOLER, LHS, VL13.0  2009-01-17 17100

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<b>Summary</b>	102600 PLN
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Close window

- To print order details right click on the window and choose “Print”
- To close window and go back to WebEDI click on the button named “Close window”

**VOLVO** WebEDI ver 6.0.0.0

Partner: 99999 TESTPARTNER LEVERANTÖR (BPLC997) QA 25/08/2011 12:31:04

Home Page

- Purchase order
- Orders
  - Received
  - In work
  - Confirmation sent
  - Download Orders
- Despatch advice
- Logistics
- Technical
- Financial
- Administration
- Contact
- Help

### Item description (20894712) ?

Item number	Quantity	Price	Delivery Date
20894712	50	1710	2009-01-18

**Confirmation**

<b>Date</b>	<b>Quantity</b>
2009-01-18 <input type="text"/>	50 <input type="text"/>

- To change the confirmation date click under “Date” and select new date.
- To change the quantity click in the field under “Quantity” and write new quantity.

The quantity can be split into many different dates. It is possible to split the whole quantity or only a part.

To do it:

- Click “Add” button
- Enter a new date and a quantity value

**VOLVO** WebEDI ver 6.0.0.0

Partner: 99999 TESTPARTNER LEVERANTÖR (BPLC997) QA 25/08/2011 12:31:04

Home Page

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- Administration
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- Help

### Item description (20894712) ?

Item number	Quantity	Price	Delivery Date
20894712	50	1710	2009-01-18

**Confirmation**

<b>Date</b>	<b>Quantity</b>
2009-01-18 <input type="text"/>	20 <input type="text"/>
2011-08-25 <input type="text"/>	10 <input type="text"/>
2011-08-26 <input type="text"/>	10 <input type="text"/>
2011-08-29 <input type="text"/>	10 <input type="text"/>

To update the information each date has to be different in each line and a sum of quantity split for different dates cannot be greater than the whole quantity for the line.

If the filled information is OK the “Update” button can be clicked.

In the "Order details" view, instead of one row, the dates and quantities after split will be shown. Rows from one group are marked with different background colors and the status of them is always "Changed".

**VOLVO** WebEDI ver 6.0.0.0  
 Partner: 99999 TESTPARTNER LEVERANTÖR. (BPLC997) QA 25/08/2011 12:31:04

Home Page  
 Purchase order  
 Orders  
 Received  
 In work  
 Confirmation sent  
 Download Orders  
 Despatch advice  
 Logistics  
 Technical  
 Financial  
 Administration  
 Contact  
 Help

**Order details** Step 2/3 ?

Order number [NFPHS00101587](#) Order date 2009-01-16

Supplier number 99999 Customer number 31971  
 Supplier name Ship-To Number 31971  
 Ship-To Name Volvo Polska Sp. z.o.o.

All items [Accept all](#) [Reject all](#) [Clear all](#)

Part number	Quantity	Delivery Date	Accepted	Rejected	Changed	Despatched
20894712	20	<a href="#">2009-01-18</a>	<input type="radio"/>	<input type="radio"/>	Select...	✓
	10	<a href="#">2011-08-25</a>	<input type="radio"/>	<input type="radio"/>	Select...	✓
	10	<a href="#">2011-08-26</a>	<input type="radio"/>	<input type="radio"/>	Select...	✓
	10	<a href="#">2011-08-29</a>	<input type="radio"/>	<input type="radio"/>	Select...	✓
21101479	10	<a href="#">2009-01-17</a>	<input type="radio"/>	<input type="radio"/>	Select...	

Send

In this state there is no possibility to accept or reject a single row (radio buttons are grayed). By clicking a “quantity” or “delivery date” link, the whole group of rows will show again, with possibility to change, delete and add other rows.

Status “accepted” can be set only by deleting all split data and returning to the original state of row. It could be done by clicking “Accept all” and “Clear all” link buttons too. The “Reject all” link button causes that all rows get status “Rejected”.

For each line that is rejected the reject reason must be set. To do it the reason should be selected from the list next to the reject radio button.

**VOLVO** WebEDI ver 6.0.0.0

Partner: 99999 TESTPARTNER LEVERANTÖR (BPLC997) QA 25/08/2011 12:31:04

Home Page

- Purchase order
  - Orders
    - Received
    - In work
    - Confirmation sent
    - Download Orders
  - Despatch advice
- Logistics
- Technical
- Financial
- Administration
- Contact
- Help

**Order details** Step 2/3

**Order number** [NFPNS00101587](#) **Order date** 2009-01-16

**Supplier number** 99999 **Customer number** 31971

**Supplier name** **Ship-To Number** 31971

**Ship-To Name** Volvo Polska Sp. z.o.o.

All items			<a href="#">Accept all</a>	<a href="#">Reject all</a>	<a href="#">Clear all</a>		
Part number	Quantity	Delivery Date	Accepted	Rejected	Changed	Despatched	
20894712	20	<a href="#">2009-01-18</a>	<input type="radio"/>	<input type="radio"/>	Select...	<input checked="" type="checkbox"/>	✓
	10	<a href="#">2011-08-25</a>	<input type="radio"/>	<input type="radio"/>	Select...	<input checked="" type="checkbox"/>	✓
	10	<a href="#">2011-08-26</a>	<input type="radio"/>	<input type="radio"/>	Select...	<input checked="" type="checkbox"/>	✓
	10	<a href="#">2011-08-29</a>	<input type="radio"/>	<input type="radio"/>	Select...	<input checked="" type="checkbox"/>	✓
21101479	10	<a href="#">2009-01-17</a>	<input type="radio"/>	<input checked="" type="radio"/>	Select...	<input type="checkbox"/>	

Select...  
 Select...  
 EXPIRED PRODUCT  
 OUT OF STOCK- NO DELAY  
 MANUFACTURING ISSUE  
 OTHER

Once the response is sent

After the different items in an order have been accepted, rejected or changed and the button named “Send” has been pushed, the confirmation of the order is done. If items have been changed or if there are still items left to confirm in an order it will still be found in “In work” in the menu, otherwise it will be found in “Confirmation sent”. The response that is sent back to Volvo is also used as a foundation for the despatch advice that is created in WebEDI and sent to Volvo when the goods are leaving the supplier.

**VOLVO** WebEDI ver 6.0.0.0

Partner: 99999 TESTPARTNER LEVERANTÖR. (BPLC997) QA 25/08/2011 12:31:04

Home Page

- Purchase order
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  - In work
  - Confirmation sent
  - Download Orders
  - Despatch advice
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- Administration
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- Help

**Confirmation sent**

Step 3/3

**Confirmation sent (NFPNS00101589)**

Order number [NFPNS00101589](#) Order date 2009-01-16

Supplier number 99999 Customer number 31971

Supplier name Ship-To Number 31971

Ship-To Name  
Volvo Polska Sp. z o.o.

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**All items**

Item number	Quantity	Delivery Date	Accepted	Rejected	Despatched
20894712	20	<a href="#">2009-01-18</a>	<input checked="" type="radio"/>	<input type="radio"/>	0
20894712	10	<a href="#">2011-08-25</a>	<input checked="" type="radio"/>	<input type="radio"/>	0
20894712	10	<a href="#">2011-08-26</a>	<input checked="" type="radio"/>	<input type="radio"/>	0
20894712	10	<a href="#">2011-08-29</a>	<input checked="" type="radio"/>	<input type="radio"/>	0
21101479	10	2009-01-17	<input type="radio"/>	<input checked="" type="radio"/>	OUT OF STOCK- NO DELAY 0

When the order is sent, there is still a possibility to change the delivery. To do it the order has to be displayed from the “Confirmation sent” view.

**VOLVO** WebEDI ver 6.0.0.0

Partner: 99999 TESTPARTNER LEVERANTÖR. (BPLC997) QA 25/08/2011 12:31:04

Home Page

- Purchase order
- Orders
  - Received
  - In work
  - Confirmation sent
  - Download Orders
  - Despatch advice
- Logistics
- Technical
- Financial
- Administration
- Contact
- Help

**Confirmation sent (NFPNS00101589)**

Step 3/3

**Confirmation sent (NFPNS00101589)**

Order number [NFPNS00101589](#) Order date 2009-01-16

Supplier number 99999 Customer number 31971

Supplier name Ship-To Number 31971

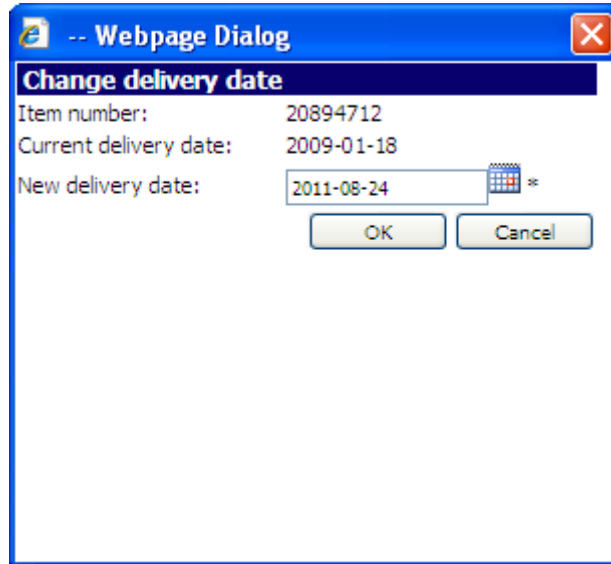
Ship-To Name  
Volvo Polska Sp. z o.o.

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**All items**

Item number	Quantity	Delivery Date	Accepted	Rejected	Despatched
20894712	20	<a href="#">2009-01-18</a>	<input checked="" type="radio"/>	<input type="radio"/>	0
20894712	10	<a href="#">2011-08-25</a>	<input checked="" type="radio"/>	<input type="radio"/>	0
20894712	10	<a href="#">2011-08-26</a>	<input checked="" type="radio"/>	<input type="radio"/>	0
20894712	10	<a href="#">2011-08-29</a>	<input checked="" type="radio"/>	<input type="radio"/>	0
21101479	10	2009-01-17	<input type="radio"/>	<input checked="" type="radio"/>	OUT OF STOCK- NO DELAY 0

In this view after clicking on a delivery date there is a possibility to define a new date. Only for rows that are not rejected or despatched (“Despatched” value greater than zero) there is a possibility to define a new delivery date.



The new delivery date cannot be historical.

**VOLVO** WebEDI ver 6.0.0.0

Partner: 99999 TESTPARTNER LEVERANTÖR. (BPLC997) QA 25/08/2011 12:31:04

Home Page

- Purchase order
  - Orders
    - Received
    - In work
    - Confirmation sent
    - Download Orders
    - Despatch advice
  - Logistics
  - Technical
  - Financial
  - Administration
  - Contact
  - Help

**Confirmation sent (NFPNS00101589)** Step 3/3

Order number [NFPNS00101589](#) Order date 2009-01-16

Supplier number 99999 Customer number 31971

Supplier name Ship-To Number 31971

Ship-To Name  
Volvo Polska Sp. z o.o.

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All items						
Item number	Quantity	Delivery Date	Accepted	Rejected	Despatched	
20894712	20	<a href="#">2011-08-24</a> ✓	<input checked="" type="radio"/>	<input type="radio"/>	0	
20894712	10	<a href="#">2011-08-25</a>	<input type="radio"/>	<input type="radio"/>	0	
20894712	10	<a href="#">2011-08-26</a>	<input type="radio"/>	<input type="radio"/>	0	
20894712	10	<a href="#">2011-08-29</a>	<input type="radio"/>	<input type="radio"/>	0	
21101479	10	2009-01-17	<input type="radio"/>	<input checked="" type="radio"/>	OUT OF STOCK- NO DELAY 0	

To confirm the changes there is a need to click the “Resend” button.

- Home Page
- [-] Purchase order
    - [-] Orders
      - ...Received
      - ...In work
      - ...Confirmation sent
      - ...Download Orders
    - [-] Despatch advice
  - [-] Logistics
  - [-] Technical
  - [-] Financial
  - [-] Administration
  - [-] Contact
  - [-] Help

**Confirmation sent**

**Confirmation sent (NFPNS00101589) Step 3/3 ?**

<b>Order number</b> <a href="#">NFPNS00101589</a>	<b>Order date</b> 2009-01-16
<b>Supplier number</b> 99999	<b>Customer number</b> 31971
<b>Supplier name</b>	<b>Ship-To Number</b> 31971
	<b>Ship-To Name</b> Volvo Polska Sp. z o.o.

**All items**

Item number	Quantity	Delivery Date	Accepted	Rejected	Despatched
20894712	20	<a href="#">2011-08-24</a>	<input checked="" type="radio"/>	<input type="radio"/>	0
20894712	10	<a href="#">2011-08-25</a>	<input checked="" type="radio"/>	<input type="radio"/>	0
20894712	10	<a href="#">2011-08-26</a>	<input checked="" type="radio"/>	<input type="radio"/>	0
20894712	10	<a href="#">2011-08-29</a>	<input checked="" type="radio"/>	<input type="radio"/>	0
21101479	10	2009-01-17	<input type="radio"/>	<input checked="" type="radio"/> OUT OF STOCK- NO DELAY	0