

INFORMATION TECHNOLOGY

VOLVO

WebEDI Manual

Purchase order manual – TSE flow

WebEDI – purchase order (TSE flow)

*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 orders.***

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General

A log in procedure must be performed before order can be received in WebEDI. This manual describes how to receive, process and send orders in WebEDI.

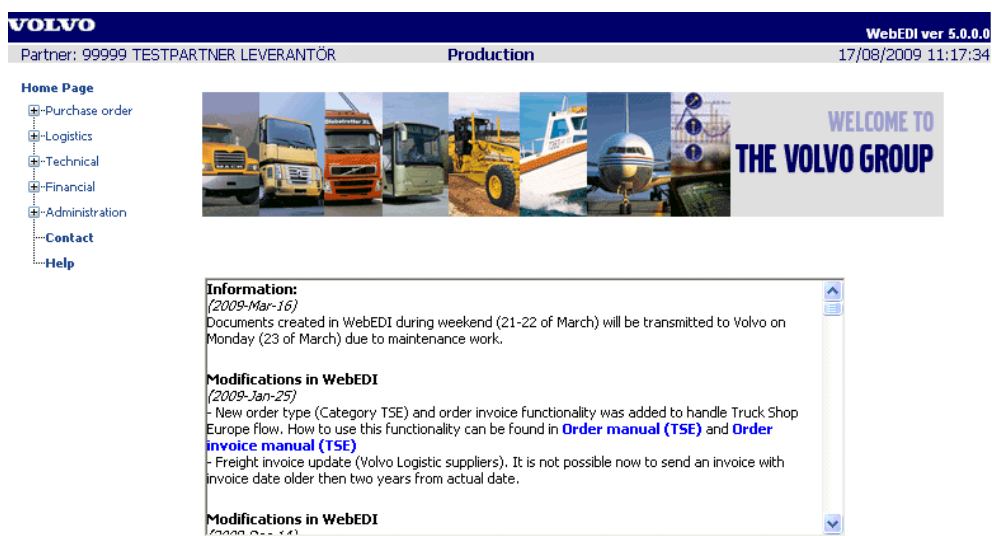
User support

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).



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 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



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.

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 and confirming the order by accepting, changing or rejecting the items in the order and sending a response. If the order is fully accepted or rejected and sent it will be placed in the sent folder. If the order is partially accepted or rejected it will be placed "In work" in the menu for further measures. TSE (Truck Shop Europe) orders can be sent several times if there is a need to modify them after sending.

TSE notifications configuration

When a new TSE order is issued, an e-mail can be sent to one or two chosen recipients. Their e-mail addresses are set in the WebEDI application using the "TSE order notifications" page available under the "Administration" menu node. There are two input textboxes on the page to enter valid e-mail addresses, as well as the "Update" button that saves changes.

The screenshot shows the Volvo WebEDI application interface. At the top, there is a header with the Volvo logo on the left, the text "Partner: 99999 acb (BPL4469)" in the center, and "WebEDI ver 5.2.0.0" on the right. Below the header, there is a navigation menu on the left side with the following items: Home Page, Purchase order, Logistics, Technical, Financial, Administration, Volvo receivers, My profile, Part number, TSE order notification (highlighted with a red box), Contact, and Help. The main content area is titled "TSE Notifications" and contains two input fields: "E-mail address 1:" with the value "someone@someserver.com" and "E-mail address 2:" which is empty. Below these fields is an "Update" button.

Picture 2. TSE notifications configuration page

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 category TSE shows that the order is from Truck Shop Europe.

VOLVO WebEDI ver 5.0.0.0
 Partner: 99999 TESTPARTNER LEVERANTÖR Production 17/08/2009 15:16:53

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

Show received orders Step 1 / 3 ?

Sortorder: Order number
 Ship To
 Order date

Order number	Category	Ship To	Order date
EZ TSE 2000000	TSE	4713	2009-08-25
EZ TSE 2000003	TSE	4713	2009-08-25
EZ TSE 2000004	TSE	4713	2009-08-25
EZ TSE 2000001	TSE	4713	2009-08-25
EZ TSE 2000002	TSE	4713	2009-08-25
EZ FPNS 2000015		31971	2009-08-06
EZ FPNS 2000013		31971	2009-08-06
EZ FPNS 2000012		31971	2009-08-06
EZ FPNS 2000010		31971	2009-08-06
EZ FPNS 2000014		31971	2009-08-06
EZ 2000007		4761	2009-08-05
EZ 2000006		4761	2009-08-05
EZ 2000008		4761	2009-08-05

Picture 3. Orders received view

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 chosen order

VOLVO WebEDI ver 5.3.0.0
 Partner: 99999 TESTPARTNER LEVERANTÖR (BPL4575) Dev 04/10/2010 12:02:19

Home Page

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

Order details Step 2/2 ?

Volvo order number TSE_ORDER **Order date** 2007-12-14

Customer PO number DF-3456677676 **Transfer date** 2010-09-15 12:37:30 CET

Customer reference FG234325345435645

Seller SELLERdb volvo corporation **Ship-To Number** 1785

Buyer BUYERdb volvo corporation **Ship-To Address** Volvo Polska Sp. z o.o.
 Mydlana 2
 51-502 Wrocław

Invoicee INVOICEdb volvo corporation

Additional information
Additional information text

All items Part number	Quantity	Price	Delivery date	Accept all		
				Accepted	Rejected	Changed Invoiced
11111 <i>article 1</i>	10	200	2007-12-12	<input checked="" type="radio"/>	<input type="radio"/>	-- Select --
22222 <i>article 2</i>	100	120	2007-12-12	<input checked="" type="radio"/>	<input type="radio"/>	-- Select --

Picture 4. Order detail view

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 sent. Then it is moved to “Sent” folder. When an order has been chosen, all the items are accepted by default at first.

- To see order details see next page
- To accept the line select “Accepted” radio button
- To reject the line select “Rejected” radio button and the reason of reject from the list next to radio button
- To choose acceptance on all items click the link “Accept all”

- To change quantity and/or delivery date for a 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
- Transfer date indicates the date and time when this order has arrived to WebEDI database.

Order details

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

Volvo order number	TSE_ORDER	Order date	2007-12-14
Customer PO number	DF-3456677676	Transfer date	2010-09-15 12:37:30 CET
Customer reference	FG234325345435645		
Seller Sellerdb volvo corporation		Ship-To Number	1785
Buyer Buyerdb volvo corporation		Ship-To Address	Volvo Polska Sp. z o.o. Mydlana 2 51-502 Wroclaw
Invoicee Invoiceedb volvo corporation			
Additional information Additional information text			

Item no.	Part number	Description	Delivery date	Amount
10	11111 10 200 EUR	article 1	2007-12-12	2000 EUR
20	22222 100 120 EUR	article 2	2007-12-12	12000 EUR
Summary				14000 EUR

Done

Picture 5. Order detail view - for printing

- 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 “Cancel”

Reject item

- To reject the item it is necessary to give also a reason of reject. It can be done by selecting the proper reason from the list

VOLVO WebEDI ver 5.3.0.0

Partner: 99999 TESTPARTNER LEVERANTÖR (BPL4575) Dev 04/10/2010 12:02:19

Home Page

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

Step 2/2 ?

Order details

Volvo order number	TSE_ORDER	Order date	2007-12-14
Customer PO number	DF-3456677676	Transfer date	2010-09-15 12:37:30 CET
Customer reference	FG234325345435645		

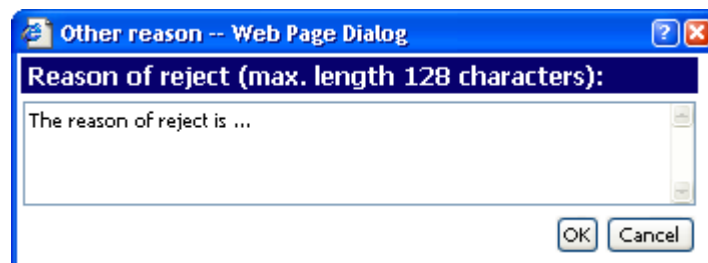
Seller Sellerdb volvo corporation	Ship-To Number 1785
Buyer Buyerdb volvo corporation	Ship-To Address Volvo Polska Sp. z o.o. Mydlana 2 51-502 Wroclaw
Invoice Invoicedb volvo corporation	

Additional information
Additional information text

All items				Accept all			
Part number	Quantity	Price	Delivery date	Accepted	Rejected	Changed	Invoiced
11111 <i>article 1</i>	10	200	2007-12-12	<input type="radio"/>	<input checked="" type="radio"/>	Replaced par...	?
22222 <i>article 2</i>	100	120	2007-12-12	<input checked="" type="radio"/>	<input type="radio"/>	-- Select --	?

Picture 6. Order detail view after rejecting an item

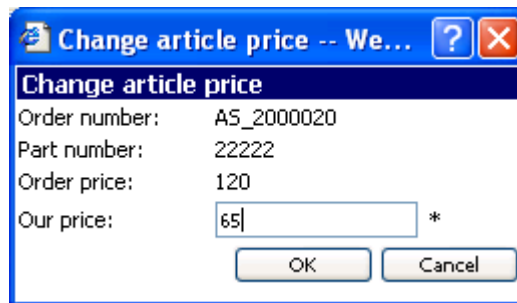
When the reason “Other” is selected you can add an explanation in the window you can access by clicking icon next to the list.



Picture 7. Window in which user can enter explanation for an item reject

Change article price

- To change the article price click the “Price” link and in the new window give a new price for the article



Picture 8. Item change price window

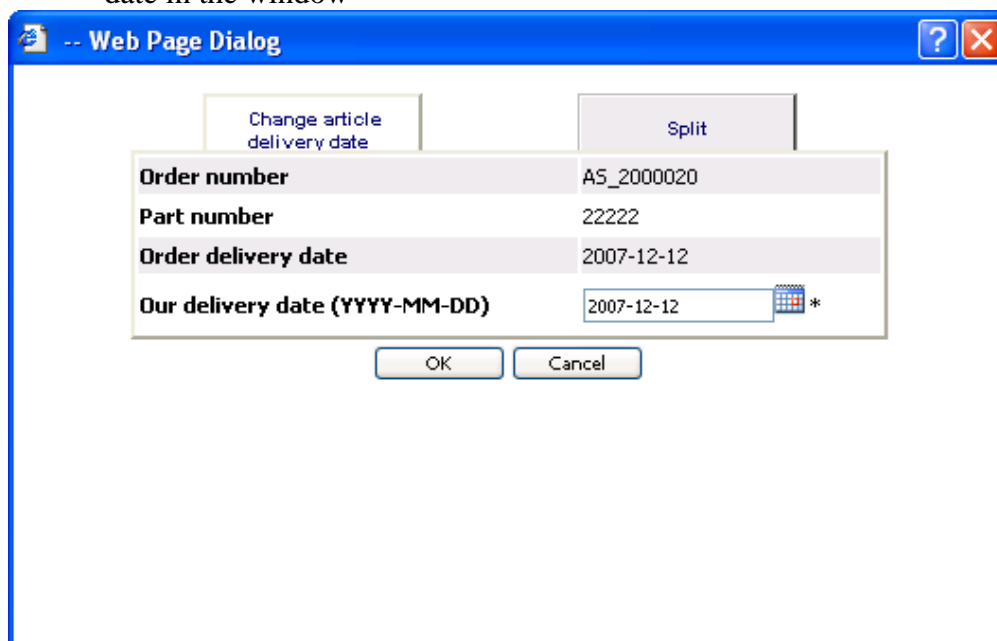
When the price is changed the green mark is displayed and a text “Price” next to. Also the price is displayed in red

All items	Part number	Quantity	Price	Delivery date	Accept all	Accepted	Rejected	Changed	Invoiced
	11111 <i>article 1</i>		200	2007-12-12	<input type="radio"/>	<input checked="" type="radio"/>	Other		
	22222 <i>article 2</i>		65	2007-12-12	<input checked="" type="radio"/>	<input type="radio"/>	-- Select --	✓ (Price)	

Picture 9. Order detail view after price change

Change delivery date

- To change delivery date click on the delivery date link and enter new date in the window



Picture 10. Item change delivery date window

After changing delivery date the green mark is displayed with the note “BO”. Also the delivery date is displayed in red

All items	Part number	Quantity	Price	Delivery date	Accepted	Rejected	Changed	Invoiced
	11111		200	2007-12-12	<input type="radio"/>	<input checked="" type="radio"/>	Other	
	22222		65	2007-12-13	<input checked="" type="radio"/>	<input type="radio"/>	-- Select --	✓ (Price, BO)

Picture 11. Order detail view after price and date change

Split the line

- It is possible to split a single line into two. Then an additional delivery date can be entered for the same article. To split the line click on the delivery date link and in the new window select the second tab “Split”.

The screenshot shows a 'Web Page Dialog' window with two tabs: 'Change article delivery date' and 'Split'. The 'Split' tab is selected. The dialog contains the following fields and values:

Order number	AS_2000020
Part number	22222
New qty (< 100)	4 *
New delivery date (YYYY-MM-DD)	2008-02-07 *

At the bottom of the dialog are 'OK' and 'Cancel' buttons.

Picture 12. Item split window

In the “New qty” field enter a new quantity that should be less than the quantity in the original line for selected article. It is also necessary to specify the new delivery date for this quantity.

Then the “OK” button should be clicked to confirm changes

In the "Order details" view instead of one row, data after split will be shown. Split rows are grouped together with horizontal lines which group them regarding the same article.

Order details		Step 2/2 ?	
Volvo order number	TSE_ORDER	Order date	2007-12-14
Customer PO number	DF-3456677676	Transfer date	2010-09-15 12:37:30 CET
Customer reference	FG234325345435645		
Seller Sellerdb volvo corporation		Ship-To Number 1785	
Buyer Buyerdb volvo corporation		Ship-To Address Volvo Polska Sp. z o.o. Mydlana 2 51-502 Wroclaw	
Invoicee Invoiceedb volvo corporation			

Additional information

Additional information text

All items Part number	Quantity	Price	Delivery date	Accept all			Changed	Invoiced
				Accepted	Rejected			
11111 <i>article 1</i>	10	<u>200</u>	<u>2007-12-12</u>	<input checked="" type="radio"/>	<input type="radio"/>	-- Select --		
22222 <i>article 2</i>	10	<u>120</u>	<u>2008-02-07</u>	<input checked="" type="radio"/>	<input type="radio"/>	-- Select --	✓ (BO)	
22222 <i>article 2</i>	90	<u>120</u>	<u>2007-12-14</u>	<input checked="" type="radio"/>	<input type="radio"/>	-- Select --	✓ (BO)	

Picture 13. Order detail view after split operation

It is possible to change the price and date to the original value. Then the status "Changed" will be cleared.

Once the response is sent

After the different items in an order has been accepted, changed or rejected and the button named “Send” has been pushed, that confirmation of the order is done. The order is moved from “In work” state to “Confirmation Sent”

In that state order can be still modified until it will be invoiced. In this situation in the “Invoiced” column there will be information how many articles has been invoiced. Invoiced order cannot be modified.

VOLVO WebEDI ver 5.3.0.0
 Partner: 99999 TESTPARTNER LEVERANTÖR (BPL4575) Dev 04/10/2010 12:02:19

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

Order Response Sent.

Order details Step 2/2 ?

Volvo order number [TSE_ORDER](#) **Order date** 2007-12-14
Customer PO number DF-3456677676 **Transfer date** 2010-09-15 12:37:30 CET
Customer reference FG234325345435645

Seller
 Sellerdb volvo corporation **Ship-To Number** 1785

Buyer
 Buyerdb volvo corporation **Ship-To Address**
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Invoicee
 Invoiceedb volvo corporation

Additional information
Additional information text

All items Part number	Quantity	Price	Delivery date	Accept all		
				Accepted	Rejected	Changed Invoiced
11111 <i>article 1</i>	10	200	2007-12-12	<input checked="" type="radio"/>	<input type="radio"/> -- Select --	
22222 <i>article 2</i>	10	120	2008-02-07	<input checked="" type="radio"/>	<input type="radio"/> -- Select --	<input checked="" type="checkbox"/> (BO)
22222 <i>article 2</i>	90	120	2007-12-14	<input checked="" type="radio"/>	<input type="radio"/> -- Select --	<input checked="" type="checkbox"/> (BO)

Picture 14. Order send confirmation view