

INFORMATION TECHNOLOGY

VOLVO

WebEDI Manual

Order Change

WebEDI - Order Change 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 orders in WebEDI.

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General

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

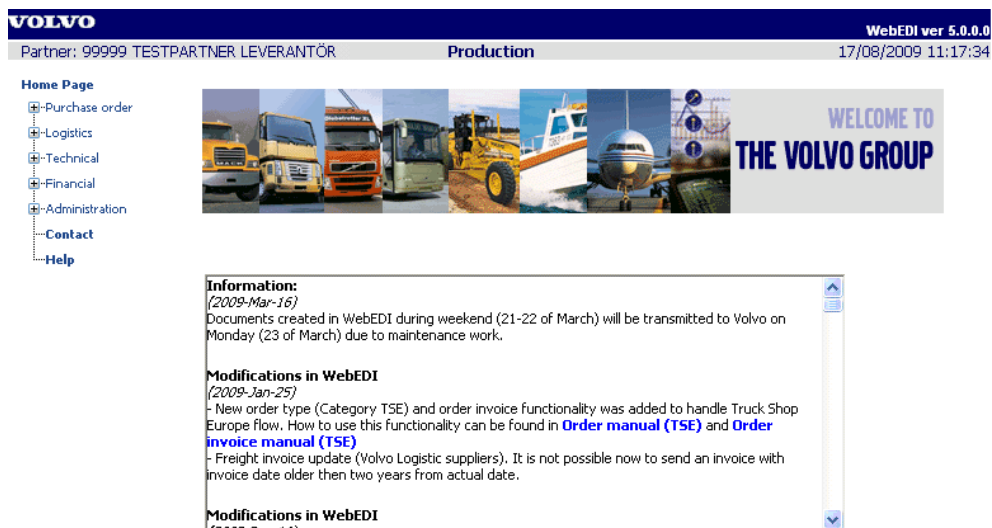
User support

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).



- 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 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 explorer to go back or forward during a WebEDI session



General

A change of an existing order can be received from Volvo to modify an order. The purpose of the order change is to make the electronic flow as flexible as possible. The order is changed at Volvo and the change is sent out to suppliers that have to make a new confirmation. This form of exchange between the two parties minimizes the risk for faults, optimizes the information flow and partner integration.

Orders are changed by Volvo and sent to the supplier. When a file is sent the supplier will receive an email that informs him or her that an order have been changed. The supplier is then expected to log on to WebEDI and confirm the order again by accepting, changing or rejecting the changed items in the order and sending a new confirmation. If the changed 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. Changes can be made on article quantities that have not been despatched by the supplier.

To monitor and confirm received order changes

Order changes that have been received can be found in the received folder under “Purchase Order”. This means that an order that has been changed is once again found in the received folder. All the orders in the folder are orders that have been received or changed 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, the text 'Partner: 99999 TESTPARTNER LEVERANTÖR', 'Production', and 'WebEDI ver 5.0.0.0' with a timestamp '17/08/2009 11:17:34'. On the left is a navigation menu with 'Purchase order' expanded to show 'Orders', 'Received', 'In work', 'Confirmation ser', and 'Download Order'. The 'Received' folder is highlighted with a red box. 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 of orders with columns for Order number, Category, Ship To, and Order date.

Order number	Category	Ship To	Order date
EZ_2000003		4761	2009-08-05
EZ_2000004		4761	2009-08-05
EZ_2000005		4761	2009-08-05
EZ_2000006		4761	2009-08-05
EZ_2000007		4761	2009-08-05
EZ_2000008		4761	2009-08-05
EZ_2000009		4761	2009-08-05
EZ_TSE_2000003	TSE	4713	2009-08-25
EZ_TSE_2000004	TSE	4713	2009-08-25
EZ_TSE_2000002	TSE	4713	2009-08-25
EZ_TSE_2000001	TSE	4713	2009-08-25
EZ_TSE_2000000	TSE	4713	2009-08-25
EZ_FPNS_2000015		31971	2009-08-06
EZ_FPNS_2000014		31971	2009-08-06
EZ_FPNS_2000013		31971	2009-08-06
EZ_FPNS_2000012		31971	2009-08-06
EZ_FPNS_2000011		31971	2009-08-06

Monitoring changed orders

To show received or changed 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 (consignee), 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 change

- Click on chosen order

VOLVO WebEDI ver 5.0.0.0
 Partner: 99999 TESTPARTNER LEVERANTÖR Production 17/08/2009 14:46:23

Home Page

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

Order details Step 2/3

Order number [AS0029551358](#) **Order date** 2009-01-16

Supplier number 99999 **Customer number** 4761

Supplier name **Ship-To Number** 4761

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

All items						
Part number	Quantity	Delivery Date	Accepted	Rejected	Changed	Despatched
21101479/	10	2009-01-17	<input checked="" type="radio"/>	<input type="radio"/>		(4)

Confirming a changed order

Once an order has been changed that order need to be confirmed again. Articles in the order that has not been changed does not need to be confirmed again. The items that have been changed can be changed, accepted or rejected just as when the order was received originally. When a changed order has been chosen, all the changed items are accepted by default at first. The column “Despatched” show quantity of the article that have already been despatched and the column “Previously confirmed” show quantity that has been confirmed on the original order. The new quantity on an article has to be confirmed again, including already despatched material. Earlier confirmations are not valid on changed articles. The following steps in the confirmation are the same as with a received original order, for further information se the order manual.