

**INFORMATION TECHNOLOGY**

**VOLVO**

## **WebEDI Manual**

**Order**

## 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 orders.***

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### **General**

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

#### User support

For user support concerning the log in to WebEDI please contact

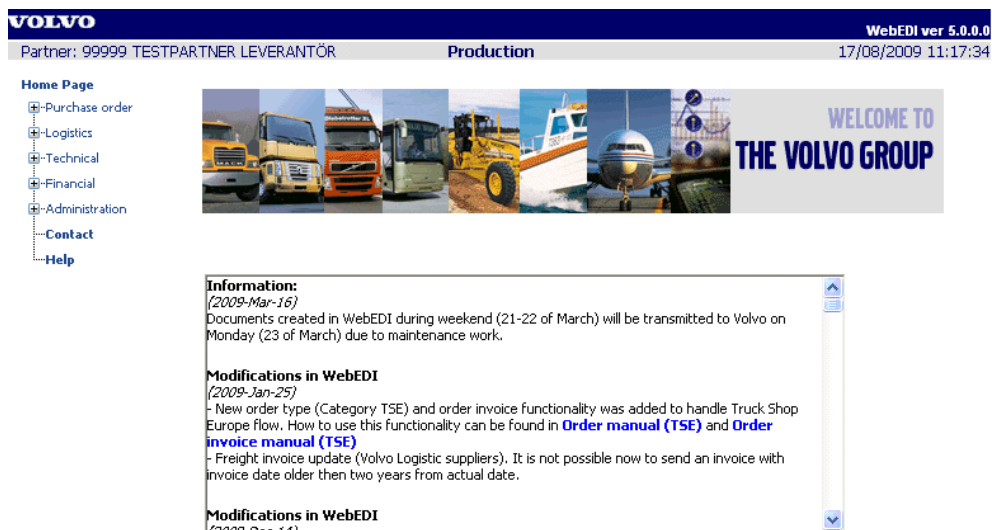
[cmsservices@volvo.com](mailto:cmsservices@volvo.com)

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 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).



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.

## 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. The header includes the Volvo logo, partner information (99999 TESTPARTNER LEVERANTÖR), production status (Production), and the date/time (17/08/2009 11:17:34). The navigation menu on the left is highlighted, showing 'Purchase order' and 'Orders' (which is further expanded to show 'Received'). The main content area is titled 'Show received orders' and includes sorting options: 'Order number', 'Ship To' (selected), and 'Order date'. Below the sorting options is a table of received orders.

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

Picture 2 Received orders

## 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 5.0.0.0  
 Partner: 99999 TESTPARTNER LEVERANTÖR Production 17/08/2009 11:17:34

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** [EZ 2000009](#) **Order date** 2009-08-05

**Supplier number** 99999 **Customer number** 4761

**Supplier name** TESTPARTNER LEVERANTÖR **Ship-To Number** 4761

**Ship-To Name** Renault

All items Part number	Quantity	Delivery Date	<a href="#">Accept all</a> <a href="#">Reject all</a> <a href="#">Clear all</a>			Despatched	Previously confirmed
			Accepted	Rejected	Changed		
1622977	<a href="#">207</a>	<a href="#">2009-08-15</a>	<input checked="" type="radio"/>	<input type="radio"/>			
20375274	<a href="#">15</a>	<a href="#">2009-08-19</a>	<input checked="" type="radio"/>	<input type="radio"/>			
	<a href="#">23</a>	<a href="#">2009-08-15</a>	<input checked="" type="radio"/>	<input type="radio"/>			
20528020	<a href="#">35</a>	<a href="#">2009-08-16</a>	<input checked="" type="radio"/>	<input type="radio"/>			

Picture 3 Chosen order to confirm with withholding items

## 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 “Sent”. When an order has been chosen, all the items are accepted by default at first.

- To see order details see next page
- To clear all radio buttons click the link “Clear all”
- To choose reject on all items click the link “Reject all”
- 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 9)
- 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

Order number: EZ\_2000009 /AG  
Order date: 2009-08-05  
Supplier number: 99999  
Customer number: 4761  
Seller: TESTPARTNER LEVERANTÖR  
Customer:  
Supplier contact person:  
Customer contact person: Edyta Ziolkowska, +4871 3021797  
Ship-To address: Renault, ul. Mydlana 2, PL 51-502 Lyon  
Ship-To Number: 4761

Item no.	Part number	Quantity	Unit price	Description	Delivery Date	Amount
20	1622977 207		154.60 PLN	Part Description 2	2009-08-15	32002.2
10	20375274 15		12.34 PLN	Part Description 1	2009-08-19	185.1
10	20375274 23		12.34 PLN	Part Description 1	2009-08-15	283.82
30	20528020 35		27.83 PLN	Part Description 2	2009-08-16	974.05
<b>Summary</b>						33445.17 PLN

Close window

Picture 4 Detail information for an order

- 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”
- Special version of order details view is prepared for partner “Prevost”. The view contains “Drawing revision number” additionally for each item.

**Order number**  
0045394784 /AG

**Order date**  
2008-11-24

**Supplier number**  
18370

**Customer number**  
63470

**Seller**

**Customer**

**Supplier contact person**

**Customer contact person**

**Ship-To address**  
Final D: Prevost SClaire, Gagnon, CA  
C/O Vitran Express  
1260, Matzinger

**Ship-To Number**  
63470

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<b>Item no.</b>	<b>Part number</b>	<b>Drawing revision number</b>	<b>Description</b>	<b>Delivery Date</b>	<b>Amount</b>
<b>10</b>	780588	T1	LOCK, RH WITH GREASE FITTING	2009-04-17	12.8
	1				12.8 USD

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**Summary** 12.8 USD

Close window

Picture 5 Detail information for an order (version for partner 63470 – “Prevost”)

**VOLVO** WebEDI ver 5.0.0.0

Partner: 99999 TESTPARTNER LEVERANTÖR Production 17/08/2009 11:17:34

**Home Page**

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

Item description (1622977)			
Item number	Quantity	Price	Delivery Date
1622977	207 *	154.60	2009-08-15 *

Picture 6 *Window with item description and possibility to change quantity and delivery date*

- To change the confirmation date click under “Date” and write new date.
- To change the quantity click in field under “Quantity” and write new quantity.
- To return to previous page with alterations click on the button “Update” in the bottom right corner.
- To return to previous page without alterations click in the button “Cancel”, second to the right in the bottom corner.

If everything with data is OK the "Update" button can be clicked. Status of them is always "Changed".

**VOLVO** WebEDI ver 5.0.0.0

Partner: 99999 TESTPARTNER LEVERANTÖR Production 17/08/2009 11:17:34

**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** [EZ 2000009](#) **Order date** 2009-08-05

**Supplier number** 99999 **Customer number** 4761

**Supplier name** TESTPARTNER LEVERANTÖR **Ship-To Number** 4761

**Ship-To Name** Renault

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	Previously confirmed
1622977	<a href="#">30</a>	<a href="#">2009-08-15</a>	<input type="radio"/>	<input type="radio"/>	✓		
20375274	<a href="#">15</a>	<a href="#">2009-08-19</a>	<input checked="" type="radio"/>	<input type="radio"/>			
	<a href="#">23</a>	<a href="#">2009-08-15</a>	<input checked="" type="radio"/>	<input type="radio"/>			
20528020	<a href="#">35</a>	<a href="#">2009-08-16</a>	<input checked="" type="radio"/>	<input type="radio"/>			

Picture 7 One changed item and one accepted item in the item list

After the quantity and/or delivery date of an item has been changed the radio buttons for the item will be grayed which means that they can not be clicked and a green mark will appear in the item row to indicate the change. To change back and make the radio buttons available again change the values back to their original setting.

- To make quantity and delivery date “unchanged”, click on respective fields and change the fields to their original values

Once the response is sent

After the different items in an order has been accepted, rejected or changed and the button named “Send” has been pushed, that 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 “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 5.0.0.0  
 Partner: 99999 TESTPARTNER LEVERANTÖR Production 17/08/2009 11:17:34

**Confirmation sent**

**Confirmation sent (EZ\_2000009)** Step 3/3

**Order number** EZ\_2000009 **Order date** 2009-08-05

**Supplier number** 99999 **Customer number** 4761

**Supplier name** TESTPARTNER LEVERANTÖR **Ship-To Number** 4761

Renault

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**All items**

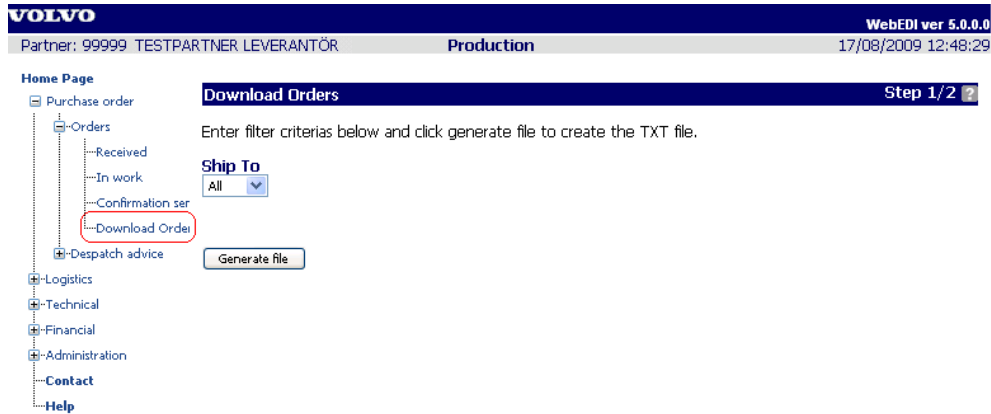
Item number	Quantity	Delivery Date	Accepted	Rejected
1622977	30	2009-08-15	<input checked="" type="radio"/>	<input type="radio"/>
20375274	23	2009-08-15	<input checked="" type="radio"/>	<input type="radio"/>
20375274	15	2009-08-19	<input checked="" type="radio"/>	<input type="radio"/>
20528020	35	2009-08-16	<input checked="" type="radio"/>	<input type="radio"/>

Print

Picture 8 Information about the sent response that can be found in “Sent”

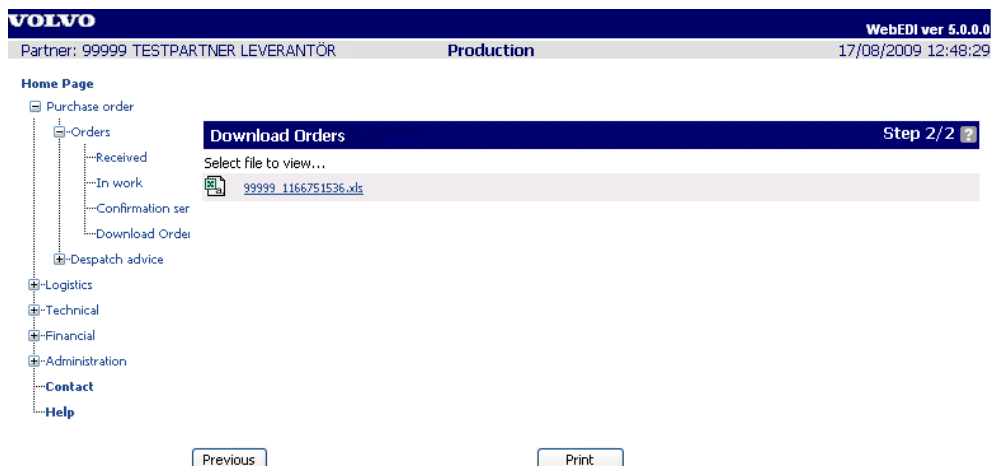
## To download orders

The function of downloading orders gives the possibility to use the data in excel or transfer it to any other application that can use txt file.



Picture 9 Download orders – select Ship To

On this screen (see picture 9) you can select the Ship To destination you want to download the requirements for. If you choose “All” option then orders for all ship to will be shown. Next press “Generate file” button. The system creates a popup window and shows the message “Generating file, please wait...” during the time it takes the system to generate the file. After the completed generation you can see the file that has been generated.



Picture 10 Download orders – generated file

Click the file name to open or save the file (see example of content in the picture 11).

	A	B	C	D	E	F	G	H	I	J	K	L
1	Supplier id	Consignee id	PO number	Item number	Part number	Our reference	Description	Delivery Date	Quantity	Supplier part	Received que	Country
2	99999	31971	NFPNS00100115	10	21101479	AG	HATCH,COOLER, LHS, VL13.0	2009-01-17	9			1 PL
3	99999	31971	NFPNS00100115	20	20894712	AG	HATCH,COOLER, LHS, VL13.0	2009-01-18	50			0 PL
4	99999	31971	LA1861586	10	5021160319	AG	LOCTITE 8018 AFLOJADOR SU	2009-10-01	6	232398		6 ES
5	99999	31971	NFPNS00100079	10	21101479	AG	HATCH,COOLER, LHS, VL13.0	2009-01-17	10			0 PL
6	99999	31971	NFPNS00100079	20	20894712	AG	HATCH,COOLER, LHS, VL13.0	2009-01-18	50			0 PL
7	99999	31971	LKTEST100071	10	21101479	AG	HATCH,COOLER, LHS, VL13.0	2009-01-17	4			6 PL
8	99999	31971	LKTEST100071	20	20894712	AG	HATCH,COOLER, LHS, VL13.0	2009-01-18	50			0 PL
9	99999	31971	LKTEST100070	10	21101479	AG	HATCH,COOLER, LHS, VL13.0	2009-01-17	6			4 PL
10	99999	31971	LKTEST100070	20	20894712	AG	HATCH,COOLER, LHS, VL13.0	2009-01-18	50			0 PL
11	99999	31971	LKTEST100069	10	21101479	AG	HATCH,COOLER, LHS, VL13.0	2009-01-17	10			0 PL
12	99999	31971	LKTEST100068	10	21101479	AG	HATCH,COOLER, LHS, VL13.0	2009-01-17	8			2 PL
13	99999	31971	LKTEST100068	20	20894712	AG	HATCH,COOLER, LHS, VL13.0	2009-01-18	50			0 PL
14	99999	31971	NFPNS00100168	10	21101479	AG	HATCH,COOLER, LHS, VL13.0	2009-01-17	10			0 PL

Picture 10 Download orders – example of content