

# **WebEDI Manual**

### **Global Freight Invoice**



### **Global Freight Invoice**

This is a user manual aimed at Volvo suppliers that are using the web based application WebEDI. The purpose of the manual is to describe how to create invoices for Freight in WebEDI.

#### Index

Global Freight Invoice	
Index	
General	
User support	
Navigation	
How to create a Freight invoice	4

#### 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 <u>cmsservices@volvo.com</u>

For user support concerning the WebEDI application please contact <a href="mailto:support.edi@volvo.com">support.edi@volvo.com</a>



#### 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 for 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).



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 Internet Explorer to go back or forward during a WebEDI session





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

#### How to create a Freight 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 "Invoice" and finally click "Create".



DLVO			WebEDI ver 5.0.0.0
artner: 99999 TESTPA	RTNER LEVERANTÖR	Production	13/08/2009 13:00:05
lome Page			
<ul> <li>Purchase order</li> <li>Logistics</li> <li>Technical</li> <li>Financial</li> <li>Invoice</li> <li>Create (</li> </ul>	Select type of invoice AP invoice When Invoicing Automotive products. NAP invoice When Invoicing Non Automotive products. Freight invoice When Invoicing Freight.		(2)
ISent IDespatch Invoice IOrder Invoice IAdministration <b>Contact</b>			

Figure 3 Choose entrance to register on

To create an invoice choose "Create" under "Invoice", and then will appear information about changes in invoice. Press "**Continue to create invoice**" or first read help about changes. Choose type of invoice to register. Choose "Freight Invoice".

OLVO				WebEDI ver 5.0.0.0
artner: 99999 TESTP	ARTNER	LEVERANTÖR	Production	13/08/2009 13:00:05
Home Page				
	Enter	' invoice		Step 1/4 😰
- Technical	Select	buyer		
-Financial	Id	Name		
-Invoice -Create -Invoice -In	<u>1705</u> <u>4645</u>	VOLVO LOGISTICS CORP. VOLVO LOGISTICS CORP.		
Administration				
Contact				
Help				

Figure 4 Choose customer by clicking the Volvo unit Id

Choose the customer you would now like to invoice, by clicking on the Volvo unit Id (see figure 4 above).



Only the Volvo units that you have agreed upon with Volvo to invoice via WebEDI will be shown in this list of possible customers. If you would like to invoice a Volvo unit not in the list, please contact Volvo's EDI support:

Home page: <u>http://www.volvo.com/volvoit/edi/en-gb/Europe/</u> (service request web form) Phone: +46 31 662200



Next

artner: 99999 TESTPA	RTNER LEVERANTÖR		Production	13/08/2009 13:00
lome Page				
∎-Purchase order	Enter invoice (freigh	nt)		Step 2/4 (
⊞Logistics ∎Technical	Information about	buyer and seller		
⊟-Financial ⊟-Invoice	Invoice number:	A5763826543 *	Original invoice reference:	Only to be used when credit note
Create	Invoice date:	2009-08-13 😐 *		
In work	Buyer:		Seller:	
Sent	Supplier customer no:	671705 *	Volvo supplier no:	99999
	Customer:	1705 - VOLVO LOGISTICS CORP.	Name of supplier:	TESTPARTNER LEVERANT
H-Administration			Official address:	roclaw, ul. Mydlana 2 *
Contact	VAT no:	SE556197973201	VAT no:	PL434676873434 *
Help	Payment currency:	SEK 💉 *	Bank:	Unit Bank *
	Pricing based currency:	EUR 💌 🚯	Account holder name:	Volvo Poland *
	Currency exchange rate:	0.09521	Bank account no:	AN65432145345 *
	Date of exchange rate:	2009-08-13 *	VAT rate:	6 😽 *
			VAT Category:	S 💉 Pescription
			Swedish VAT Amount:	
	Volvo reference:	BO *	Supplier reference:	Paul Smith *
	Department:	11230	Department:	1420
	Phone:	(34)5653488	Phone:	(46)5653297
	Email:	bengt.okson@volvo.	Email:	paul.smith@supplier.c
	Free text			

Figure 5 Fill in requested invoice header information

Invoice number:	Your invoice number (only allowed to use the same number once per year).
Original invoice reference:	Original invoice reference (this field has to be filled if it is a <b>CREDIT</b> invoice and should be empty if it is a
	<b>DEBIT</b> invoice).
Invoice date:	Your invoice date (The invoice date cannot be changed to a future date.).
Buyer information	
Supplier customer no:	The supplier customer number you have allocated for the Volvo customer in question
	<b>Example</b> : 123456, please make sure you use a number you
	have agreed to with Volvo.
Customer:	Name of the buying company (legal unit) within Volvo. Click the name for detailed information.
Payment currency:	Choose payment currency
Pricing based currency:	Choose pricing based currency (only if applicable).
Currency exchange rate:	The exchange rate between payment currency and pricing currency (if applicable).
Date of exchange rate:	Default value is current date, possible to change.



Volvo reference:	Invoice receiver within Volvo organization. When <b>Volvo Logistics</b> , <b>Gothenburg</b> is the customer, use signature. Example: BO When <b>Volvo Logistics</b> , <b>Ghent</b> is the customer use TCM. For <b>other Volvo companies</b> use workflow reference. Example: 12345
Department:	Department of Volvo reference. When <b>Volvo Logistics</b> , <b>Ghent</b> is the customer, use 11230.
Phone: Email:	Phone number of Volvo reference. Email address of Volvo reference.
<u>Supplier information</u> Official address: VAT no: Bank: Account holder name: Bank account no:	Location of the main office (enter if applicable or if required by national legislation). Your Value Added Tax number Name of the bank or financial institution you are using. Name of the juridical person that holds the account. Your bank account number.
VAT rate: VAT category:	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. Default is "S" (standard). Choose another code value if the VAT rate is 0. Click the link "Description" to get a list of passible and a
Swedish VAT amount: Supplier reference: Department: Phone:	Swedish VAT amount, Currency exchange and Pricing based currency rate must be filled in when invoicing takes place within Sweden in a foreign currency. Only positive number if <b>DEBIT</b> invoice, only negative number if <b>CREDIT</b> invoice. Pricing based currency should be SEK. Reference to contact within supplier organization Department of supplier reference. Phone number of supplier reference
Email:	Email address of supplier reference.
Free text:	<ul> <li>Click the button "Free text" if you need to enter any of the following information (up to 768 characters can be given):</li> <li>Government information</li> <li>Regulatory information</li> <li>Tax declaration</li> <li>Instructions to the paying and/or accepting and/or negotiating bank</li> </ul>

Do not forget to change the VAT rate for different customers.

#### Note:

Invoice number, Invoice Date, Supplier customer number, Payment currency, Volvo reference, Official address, VAT number, VAT rate, VAT category, Bank, Account holder name, Bank account number and Supplier reference are *MANDATORY* fields.

The information given in the fields: **Supplier customer number, Payment currency, Volvo reference, Supplier reference, Departments, Phones, Emails, Official address, VAT number, VAT rate, VAT category, VAT no (supplier), Bank, Account holder name 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.** 

If you came from In-work you can't change invoice type (CREDIT/DEBIT).



B-Purchase order	Enter invoice (freigh	nt)		Step 2/4
B-Logistics B-Technical	Information about	buyer and seller		
∃-Financial ⊒-Invoice	Invoice number:	A5763826543 *	Original invoice reference:	Only to be used when credit note
Create	Invoice date:	2009-08-13 *		
In work	Buyer:		Seller:	
BuDospatch Invoice	Supplier customer no:	671705 *	Volvo supplier no:	99999
E-Despace Invoice	Customer:	1705 - VOLVO LOGISTICS CORP.	Name of supplier:	TESTPARTNER LEVERANT
-Administration			Official address:	roclaw, ul. Mydlana 2 *
-Contact	VAT no:	SE556197973201	VAT no:	PL434676873434 *
-Help	Payment currency:	SEK 💉 *	Bank:	Unit Bank *
	Pricing based currency:	EUR 💌 🚯	Account holder name:	Volvo Poland *
	Currency exchange rate:	0.09521	Bank account no:	AN65432145345 *
	Date of exchange rate:	2009-08-13 *	VAT rate:	6 💉 *
			VAT Category:	S 💉 Pescription
			Swedish VAT Amount:	
	Volvo reference:	BO *	Supplier reference:	Paul Smith *
	Department:	11230	Department:	1420
	Phone:	(34)5653488	Phone:	(46)5653297
	Email:	bengt.okson@volvo.	Email:	paul.smith@supplier.c
	Free text			

Figure 6 When all information is filled in, click "Next"

It will look like this when you have entered all the information. Continue to the line level by clicking the "**Next**" button.



Partner: 99999 TESTPA	RTNER LEVERANTÖR			Produc	tion	Web 13/08/20	EDI ver 5.0.0.0 DO9 13:00:05
Home Page	Fataviousias (fu	in h t \				C+	on 2/4 🖸
Logistics	Enter invoice (Tre	agric)					ep of e 📓
	Ship from name:				Ship to name:		
🖃 Financial	Ship from ID:				Ship to ID:		
-Invoice	Place of departure		*		Place of destination:		*
Create In work	Shipment date:	2009-08-13	*				
Sent	Total gross weight:		kg		Specify Volvo contract number if available:		
i -Despatch Invoice	Gross volume:		m <sup>3</sup>		Shipment reference number:		6
	Loading meters:		m		Ship from reference no:		6
Contact	Chargeable distance:		km		Transport document no:		6
Help	Chargeable weight:		kg		License plate:		6
	Chargeable number of rail wagons:				Id of the means of transport:		
	of trailers:						
	Number of packages:		*				
	Package type:				VAT(%):	6 💌 *	
					VAT category:	s 💉 *	Description
	Freight amount:		*		VAT amount:	0.00	
				~			
	Description:						
				~			
	Special services	Amount	VAT rate	VAT category	¥AT amount		
	New additional cos	it					

Save and add new invoice line

Figure 7 Fill in requested line information

On this page information about each invoice line will be entered.

Ship from name: Ship from ID: Place of departure: Shipment date: Total gross weight: Gross volume: Loading meters: Chargeable distance: Chargeable distance: Chargeable number of rail wagons: Chargeable number of trailers: Number of packages: Package type: Freight amount: Specify ship from. (name) Specify ship from. (id) Specify place of departure. (city) Specify shipment date. Specify the total gross weight. Specify shipment volume. Specify loading meters. Specify chargeable distance. Specify chargeable weight. Specify number of rail wagons. Specify number of trailers. Specify number of packages. Specify package type. Specify freight amount (the total line amount, including special services, must be positive for a debit invoice and negative for a credit invoice). For a credit, please give a minus in front of the amount.



Description:	Specify description (up
	to 2 x 256 characters can be entered).
Ship to name:	Specify ship to. (name)
Ship to ID:	Specify ship to. (id)
Place of destination:	Specify place of destination. (city)
Contract no:	Specify Volvo contract number if available
Shipment reference no:	Specify shipment reference no: Trailer no + loading
	date, Container no + loading date.
	Example: ABC123YYMMDD for Trailer no +
	loading date, ACLU1234567YYMMDD for
	Container no + loading date.
Ship from reference no:	Specify ship from reference number. Order number,
	Packaging order number, TM-no (if available), A-
	ref/Invoice Proposal number (if agreed upon,
	distribution vehicles), consignor's reference (air).
	Example: A12345 (export SE General Cargo) for
	Order number, 123456-01(packaging material) for
	packaging order number.
Transport document no:	Specify transport document number. AWB-no (Air
	freight), CMR-no/freight note number (domestic
	SE), Shipment note id/VIN-no (distribution
	vehicles), Rush-no (if available), VTD no, Atlas
	Booking ref no.
	Example: VTD12470704011 for VTD no,
	B07001234567 for Atlas Booking ref no,
License plate:	Specify license plate
Id of the means of transport:	Specify id of the means of transport
VAT rate:	Setup VAT rate
VAT category:	Setup VAT category
VAT amount:	This field is calculated by system

Note:

Place of departure, Shipment Date, Place of destination, Number of packages, Freight amount, VAT rate, VAT category and one of these: Shipment reference number, Ship from reference number, License plate or Transport document number are *MANDATORY* fields.



If exist extra cost press the button "**New additional cost**". Fill fields and repeat until all extra cost will be specified. In field "**Special services**" choose extra cost name. In the field "**Amount**" you fill in the amount that is connected to the special service. When the entire invoice line is ready, press the button "**Save and add new invoice line**".

If the kind of extra cost does not exist, use "Various" (In the field "Description" you can clarify).

Special services	Amount		VAT rate	2 1	VAT category	VAT amount	
Additional loading place	*	*	6 💉	*	S 💉 * Description	0.00	Delete
New additional cost							

Figure 8 Fill in requested line special services information

Special services:Choose type of special services among the available<br/>code values.Amount:Specify the special service amount. For negative<br/>amounts, for instance credit invoice entry or<br/>negative fuel surcharge, please give a minus in<br/>front of the amount.VAT rate:Setup VAT rateVAT category:Setup VAT categoryVAT amount:This field is calculated by system



Partner: 99999 TESTPARTNER LEVERANTÖR			Production			13/08/2009 16:37	
lome Page							
∎-Purchase order	Enter invoice (fre	ight)				Ste	ep 3/4 👔
	Ship from name:	Volvo supplier			Ship to name:	Volvo plant	
⊒-Financial	Ship from ID:	1001			Ship to ID:	1705	
-Invoice	Place of departure	Wroclaw	*		Place of destination:	Gotheburg	*
Create	Shipment date:	2009-08-13	*				
Sent	Total gross weight:	1500	kg		Specify Volvo contract	PL45184489	
	Gross volume:	40	m <sup>3</sup>		Shipment reference	6923655	6
	Loading meters:		m		Ship from reference no:		6
Contact	Chargeable distance:	120	km		Transport document no:		6
Help	Chargeable weight:		kg		License plate:		6
	Chargeable number of rail wagons:	1			Id of the means of transport:	TR	
	Chargeable number of trailers:						
	Number of packages:	10	*				
	Package type:	780			VAT(%):	6 💉 *	
					VAT category:	s 💉 🖻	escription
	Freight amount:	12000	*		VAT amount:	720	
	Description:			~			
	Special services		Amount	VAT	rate VAT category	¥AT amount	
	Fuel surcharge	*	100	* 6	💌 * S 💌 * Desc	ription 6.00	Delete

Save and add new invoice line

Figure 9 When all line information is filled in, click "Save and add new invoice line"

When all the fields are filled in, click the button

• "Save and add new invoice line" to keep the information



Image Page         Image Purchase order	freight)           Volvo supplier           1001           Wroclaw           2009-08-13           1500           40	* * kg m <sup>3</sup> m kg		Ship t Ship t Place Specif numb Shipm numb Ship f Trans Licens Id of	o name: o ID: of destination: er if available: ent reference er: rom reference no: port document no: se plate:	Volvo plant           1705           Gotheburg           PL45184489           6923655	tep 3/4
Purchase order     Cogistics     Financial     Ship from name:     Financial     Ship from ID:     Place of departure     Place of departure     Financial     Ship from ID:     Place of departure     Shipment date:     Total gross weight:     Gross volume:     Gross volume:     Gross volume:     Contact     Chargeable distanc     Chargeable distanc     Chargeable distanc     Chargeable numbe     of trailers:     Number of package     Package type:     Freight amount:     Description:     Fuel surcharge     Currency surchar	freight)           Volvo supplier           1001           Wroclaw           2009-08-13           1500           40	* * kg m <sup>3</sup> m km		Ship t Ship t Place Specif numb Shipm numb Ship f Trans Licens Id of	o name: o ID: of destination: fy Volvo contract er if available: ient reference er: rom reference no: port document no: se plate:	S Volvo plant 1705 Gotheburg PL45184489 6923655	tep 3/4
Logistics     Fnter invoice (     Create     Invoice     Gross volume:     Gros	freight)           Volvo supplier           1001           Wroclaw           2009-08-13           1500           40           120           120           1           10	* * kg m <sup>3</sup> km kg		Ship t Ship t Place Specif numb Shipm numb Ship f Trans Licens Id of f	o name: o ID: of destination: fy Volvo contract er if available: ent reference er: rom reference no: port document no: se plate:	S Volvo plant 1705 Gotheburg PL45184489 6923655	(tep 3/4
Technical Ship from name: Financial Ship from ID: Place of departure Place of departure Ship from ID: Place of departure Shipment date: Shipment date: Shipment date: Shipment date: Shipment date: Total gross weight: Gross volume: Gross volume: Gross volume: Chargeable numbe of trailers: Number of package Package type: Freight amount: Description: Fuel surcharge Currency surchar	Volvo supplier 1001 Wroclaw 2009-08-13 1500 40 120 120 120 1	* * kg m <sup>3</sup> km kg		Ship t Ship t Place Specif Shipm numb Ship f Trans Licens Id of f	o name: o ID: of destination: r if available: ent reference er: rom reference no: port document no: se plate:	Volvo plant 1705 Gotheburg PL45184489 6923655	
Financial Ship from ID: Place of departure Place of departure Place of departure Place of departure Shipment date: Total gross weight: Gross volume: Gross volume: Contact Chargeable distanc Help Chargeable numbe of rail wagons: Chargeable numbe of railers: Number of package Package type: Freight amount: Description: Fuel surcharge Currency surchar	1001 Wroclaw 2009-08-13 1500 40 	*  *  *  *  *  *  *  *  *  *  *  *  *  *		Ship t Place Specif numb Shipm numb Ship f Trans Licens Id of J	o ID: of destination: fy Volvo contract er if available: ent reference er: rom reference no: port document no: se plate:	1705 Gotheburg PL45184489 6923655	* 
Place of departure         Place of departure         Shipment date:         Shipment datendit         Shipment datendit         Shipment datendit	Wrocław           2009-08-13           1500           40	* kg m <sup>3</sup> kg kg kg		Place Specif numb Shipm numb Ship f Trans Licens Id of J	of destination: fy Volvo contract er if available: ert reference er: rom reference no: port document no: se plate:	Gotheburg PL45184489 6923655	* 6
Create    In work    Sent     Total gross weight:    Sent     Total gross weight:    Contact	2009-08-13 1500 40 	* kg m <sup>3</sup> m km kg		Specif numb Shipm numb Ship f Trans Licens Id of J	fy Volvo contract er if available: ent reference er: rom reference no: port document no: se plate:	PL45184483 6923655	6 6
Contact     Chargeable number     of trailers:     Number of package     Package type:     Freight amount:     Description:     Euser Section	1500           40	kg m <sup>3</sup> m km kg		Specif numb Shipm numb Ship f Trans Licens	fy Volvo contract er if available: ient reference er: rom reference no: port document no: se plate:	PL45184489 6923655	0 0 0
B-Despatch Invoice Gross volume: Gross volume: Gross volume: Chargeable distance Help Chargeable distance Chargeable distance Chargeable distance Chargeable numbe of rail wagons: Chargeable numbe of railwagens: Package type: Freight amount: Description: Fuel surcharge Currency surchar	40 20 120 1 1	m <sup>3</sup> m km kg		Shipm numb Ship f Trans Licens Id of J	ient reference er: rom reference no: port document no: se plate:	6923655	0 0 0
Contact Loading meters: Contact Chargeable distant Chargeable numbe of rail wagons: Chargeable numbe of rail wagons: Chargeable numbe of rail wagons: Chargeable numbe of railers: Number of package Package type: Freight amount: Description: Fuel surcharge Currency surchar	e: 120	m km kg		Ship f Trans Licens Id of J	rom reference no: port document no: se plate:		0 6
Contact Chargeable distance Chargeable numbe of rail wagons: Chargeable numbe of trailers: Number of package Package type: Freight amount: Description: Fuel surcharge Currency surchar	e: 120 : 1	km kg		Trans Licens Id of J	port document no: se plate:		ñ
Help       Chargeable weight         Chargeable numbe of rail wagons:       Chargeable numbe of trailers:         Ohargeable number of trailers:       Number of package         Package type:       Freight amount:         Description:       Special service:         Fuel surcharge       Currency surcharge	. 1	kg		Licens Id of I	e plate:		
Chargeable numbe of rail wagons: Chargeable numbe of trailers: Number of package Package type: Freight amount: Description: Special service: Fuel surcharge Currency surchar	1			Id of			6
Chargeable numbe of trailers: Number of package Package type: Freight amount: Description: Fuel surcharge Currency surchar	,	_		teanor	the means of	TR	
Git Galers: Number of package Package type: Freight amount: Description: Special service: Fuel surcharge Currency surchar				u ans,	porc.		
Package type: Freight amount: Description: Fuel surcharge Currency surchar	es: 10	*					
Freight amount: Description: Special service: Fuel surcharge Currency surchar	780	=		νατίο	%)·	6 🗸 *	
Freight amount: Description: Special service: Fuel surcharge Currency surchar	700			VAT	ategory	· · ·	Description
Freight amount: Description: Special service: Fuel surcharge Currency surchar	42000			UAT -	ategory.	3	Description
Description: Special service: Fuel surcharge Currency surchar	12000		1000	VALA	mount:	720	
Description: Special service: Fuel surcharge Currency surchar							
Special service Fuel surcharge Currency surchar							
Special service Fuel surcharge Currency surchar							
Special service: Fuel surcharge Currency surchar			~				
Special service: Fuel surcharge Currency surchar						VAT	
Fuel surcharge Currency surchar	5	Amount	VA	T rate	VAT category	amoun	t
Currency surchar	*	100	* 6	*	S 💉 * <u>Des</u>	cription 6.00	Delete
	ge 💉 *	300	* 6	*	S 💉 * <u>Des</u>	cription 18.00	Delete
New additiona	cost						
Remove Plac	e of departure	Place of (	destinatio	on Re	eference		Amount
Wroc	aw .	Gotheburg		69	23655		12400.0
Sum		-					12400.0

Figure 10 Invoice lines can be modified or deleted if needed

When having clicked the "Save and add new invoice line" button at the previous screen, all information related to the invoice line will be put at the bottom of the page. If you want to change any of the invoice lines, click the **Place of departure** to get the data back into the fields above to be able to change a value. Save the changes with the button "Save changes". Presses "Undo changes" if you want undo changes.

If you want to delete an invoice line, click the box "**Remove**" to the left of the article and then click the button "**OK**".



RTNER LEVERANTÖR			Producti	on	14/08/2009	08:34
Enter invoice (fre	ight)				Step	3/4
Ship from name:	Supplier name			Ship to name:	Volvo AB	
Ship from ID:				Ship to ID:		
Place of departure	Wroclaw	*		Place of destination:	Stockholm	*
Shipment date:	2009-08-13	*				_
Total gross weight:	1000	kg		Specify Volvo contract number if available:	PL4518489	]
Gross volume:	20	m <sup>3</sup>		Shipment reference number:	7134829	6
Loading meters:	40	m		Ship from reference no:		Ø
Chargeable distance:	2000	km		Transport document no:		0
Chargeable weight:	1000	kg		License plate:		0
Chargeable number of rail wagons:	5			Id of the means of transport:		
Chargeable number of trailers:	2					
Number of packages:	10	*				
Package type:	780			VAT(%):	6 💙 *	
				VAT category:	S 💉 * Des	criptio
Freight amount:	3000	*		VAT amount:	180.00	٦
Description:			~			_
			~			
Special services	Amount	VAT V/ rate ca	AT ategory	VAT amount		
New additional cos	t					
Remove Place o	of departure	Place of de	stination	Reference	Amo	ount
Wroclaw		Gotheburg		6923655	12	000.0
Wrocław		Stockholm		7134829	3	000.0
_					4.50	00.0
	TNER LEVERANTOR  Enter invoice (fre Ship from name: Ship from ID: Place of departure Shipment date: Total gross weight: Gross volume: Loading meters: Chargeable distance: Chargeable distance: Chargeable number of trailers: Number of packages: Package type: Freight amount: Description:  Special services New additional cos Remove Place of Wiroclaw Miroclaw Miroclaw Miroclaw Miroclaw	Enter invoice (freight)         Ship from name:       Supplier name         Ship from ID:       Place of departure         Wrocław       Shipment date:       2009-08-13         Total gross weight:       1000         Gross volume:       20         Loading meters:       40         Chargeable distance:       2000         Chargeable number       5         of rail wagons:       Chargeable number         Okargeable number       5         Of railwagons:       10         Package type:       780         Package type:       780         Description:	Enter invoice (freight)         Ship from name:       Supplier name         Ship from ID:       Place of departure         Wroclaw       *         Shipment date:       2009-08-13         Total gross weight:       1000         Km       Km         Chargeable distance:       2000         Km       Chargeable distance:         Chargeable number       5         of rail wagons:       10         Chargeable number       5         Of railwagons:       10         Package type:       780         Freight amount:       3000         Special services       Amount         Special services       Amount         Very additional cost       Place of departure         Wroclaw       Stockholm	Enter invoice (freight)         Ship from name:       Supplier name         Ship from ID:	TNER LEVERANTÖR     Production       Enter invoice (freight)     Ship from name:     Suppler name     Ship to name:       Ship from name:     Suppler name     Ship to 1D:       Place of departure     Wroclaw     *     Place of destination:       Shipment date:     2009-08-13     *     Specify Volvo contract number if available:       Gross volume:     20     m³     Ship from reference number:       Loading meters:     40     m     Ship from reference no:       Chargeable distance:     2000     km     Transport document no:       Chargeable number     5     Id of the means of transport:     Chargeable number       of rail wagons:     1000     kg     VAT (%):       Number of packages:     10     *     VAT (%):       Package type:     780     VAT (%):     VAT category:       Freight amount:     2000     *     VAT amount:       Description:     VAT     YAT     YAT amount:       New additional cost     *     Place of destination     Reference       Wroclaw     Stockholm     7134829     134829	International content     Production     14/08/2009       Enter Invoice (freight)     Step       Ship from name:     Suppler name       Ship from 1D:     Ship to name:       Place of departure     Wirodaw       Total gross weight:     1000       Kg     number       Total gross weight:     1000       Gross volume:     20       20     m3       Chargeable distance:     2000       Km     Transport document no:       Chargeable distance:     2000       Kg     Ucense plate:       Chargeable weight:     1000       Kg     Lices plate:       Chargeable muber of packages:     10       of trailers:     40       Number of packages:     10       Number of packages:     10       Package type:     780       YAT     YAT       rate     Category:       Special services     Amount       New additional cost     YAT       Wardaw     Stockholm       Yatodw     Stockholm

Figure 11 Fill in additional invoice lines

You can now continue to enter the next invoice line by adding information in the empty fields on this page. The **"VAT rate"** and "**VAT category"** are copied from the previously entered articles to make it easier to add more lines. You have to change the information if it differs from the previously entered line information.



rtner: 99999 TESTPA	RTNER LEVERANTÖR		Production		14/08/2009 08:3
ome Page					
-Purchase order	Enter invoice (fra	iaht)			Sten 3/4
-Logistics	Ship from pame:	I		Ship to name:	
-Financial	Ship from TD:			Ship to ID:	
i ⊟-Invoice	Dises of departure			Diago of dealerships.	v
Create	Place of departure	2000.00.12	`*	Place of descination;	· · · ·
…In work	Shipment date:	2009-08-13	*	Specify Volvo contract	
Sent	Total gross weight:		kg	number if available:	
	Gross volume:		m <sup>3</sup>	Shipment reference number:	<u> </u> 0
-Administration	Loading meters:		m	Ship from reference no:	6
Contact	Chargeable distance:		km	Transport document no:	6
Help	Chargeable weight:		kg	License plate:	6
	Chargeable number			Id of the means of	
	of rail wagons: Chargeable number			transport:	
	of trailers:				
	Number of packages:		*		
	Package type:			VAT(%):	6 💙 *
			_	VAT category:	5 Y Description
	Freight amount:		*	VAT amount:	180.00
			<u></u>		
	Description:				
			<u></u>		
			VAT VAT		
	Special services	Amount	rate category	VAT amount	
	New additional cos	t			
	Remove Place o	f denarture	Place of destination	Reference	Amount
	Wrocław	i dopai caro	Gotheburg	6923655	12400.0
	Wroclaw		Stockholm	7134829	3000.0
	Sum				15400.0
			_		
	Save and add ne	w invoice line	1		Next

Tigure 12 mich an mich are added ener Trem

When all lines are added and all amounts are correct you can proceed by clicking the "**Next**" button.

Send invoice

OLIVO Partner: 99999 TESTP/	RTNER LEVERANT	ÖB	Production	WebEDI ver 5.0.0 14/08/2009 08:34:1
			Troutedon	1,00,2003 0010 11
Home Page				
■ Purchase order				
	Enter invoice (	freight)		Step 4/4 😰
	Totals for invo	ice AS763826543		
-Financial	Total (excl. VAT)	15,400.00 SEK		
-Invoice	Vat amount	924.00 SEK		
Create	Total	15 224 00 CEV		
In work	Total	10,324.00 SEK		
Sent	Swedish VAT	0 SEK		
Despatch Invoice		Adjust		
🗄 Order Invoice				
Administration				
Contact				
Help				
Trep				

Figure 13 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.

Total (excl. VAT)	Total amount including additional expenses
	without VAT
VAT amount:	Total VAT amount
Total:	Total invoice amount
Swedish VAT:	Swedish VAT

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.



VOLVO			WebEDI ver 5.0.0.0
Partner: 99999 TESTPAR	TNER LEVERANTÖR	Production	14/08/2009 08:34:14
Home Page			
	Enter invoice		Acknowledgement 😰
-Financial	Invoice number AS76382654	3 has been transmitted to Volvo	
Invoice			
Create			
In work			
Sent			
⊡-Despatch Invoice			
⊕-Order Invoice			
⊕•Administration			
Contact			
Help			

Figure 14 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.



Web INVOICE TRANSPORT: Invoice date: Buyer:	A5763826543 2009-08-13	Original Invoice Reference : <i>Supplier:</i>	
Supplier customer no: Customer: Volvo logistics corp.	671705 1705	Volvo supplier no: TESTPARTNER LEVERANTÖR Volvo IT 40508 goteborg Sweden	99999
		Official address:	Wroclaw, ul. Mydlana 2
		Bank:	Unit Bank
		Account holder name: Account no:	Volvo Poland AN65432145345
		Account no.	
VAT no:	SE556197973201	VAT no:	PL434676873434
		Payment currency:	SEK
		Pricing base currency:	EUR
		Exchange rate:	0.09521
		Date of exchange rate:	2009-08-13
Volvo ref:	во	Supplier ref:	Paul Smith
Dept:	11230	Dept:	1420
Phone:	(34)5653488	Phone:	(46)5653297
Mail:	bengt.okson@volvo.com	Mail:	paul.smith@supplier.com
VAT summary:			
Taxable amount: VAT rate:	VAT category: VAT	amount:	Swedish VAT amount:
15,400.00	6.00 S	924.00	0.00
Invoice summary:			
Total invoice Payment amount excl. tax: currency:	Total taxable Tot amount: amo	al tax Total exempt Total no punt: amount: amount:	n-tax Total invoice amount incl. tax:
15,400.00 SEK	15,400.00	924.00 0.00	0.00 16,324.00



Invoice line number: 1 Ship from name: Volvo supplier Ship From ID: 1001	Shipment date: 2009-08-13 Place of departure: Wroclaw	Ship to name: Volvo plant Ship To ID: 1705	Place of destination: Gotheburg
Total gross weight: Gross volume: Loading meters: Chargeable distance: Chargeable weight:	1500 kg 40 m3 m 120 km kg	Contract no: Shipment reference no: Ship from reference no: Transport document no: License plate:	PL45184489 6923655
Chargeable number of rail wagons: Chargeable number of trailers:	1 0	Number of packages: Package type:	10 780
ID of means of transport:	TR		
	Freight <i>Special services</i> Fuel surcharge Currency surcharge	Amount: VAT rate: 12,000.00 6.00 100.00 6.00 300.00 6.00	VAT category:         VAT amount:           0 5         720.00           0 5         6.00           0 5         18.00
Description:			
Invoice line number: 2	Shipment date: 2009-08-13		
Ship from name: Supplier name Ship From ID:	<b>Place of departure:</b> Wroclaw	Ship to name: <sup>Volvo AB</sup> Ship To ID:	Place of destination: Stockholm
Total gross weight: Gross volume: Loading meters:	1000 kg 20 m3 40 m	Contract no: Shipment reference no: Ship from reference no: Transport document no:	PL4518489 7134829
Chargeable distance: Chargeable weight: Chargeable number of rail wagons:	2000 km 1000 kg 5	License plate: Number of packages:	10
Chargeable number of trailers:	2	Package type:	780
ID of means of transport:			
-			
	Freight	Amount: VAT rate: 3,000.00 6.00	VAT category: VAT amount: 0 5 180.00

Figure 15 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.

The invoices will be available in the "Sent" folder for 90 days.