INFORMATION TECHNOLOGY

VOLVO

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

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
cmsservices@volvo.com
For user support concerning the WebEDI application please contact
support.edi@volvo.com

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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).
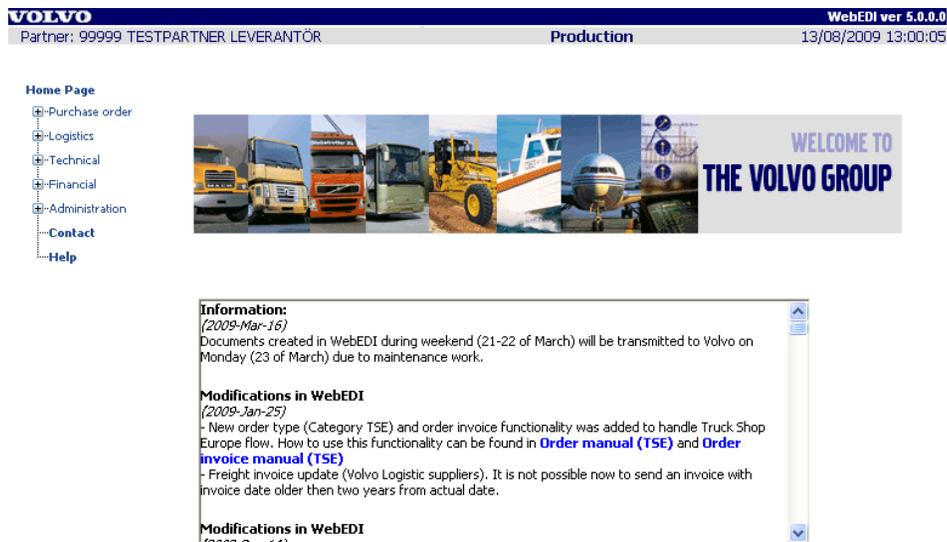

Figure 1 This is the WebEDI Home Page that is reached after the login

- 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
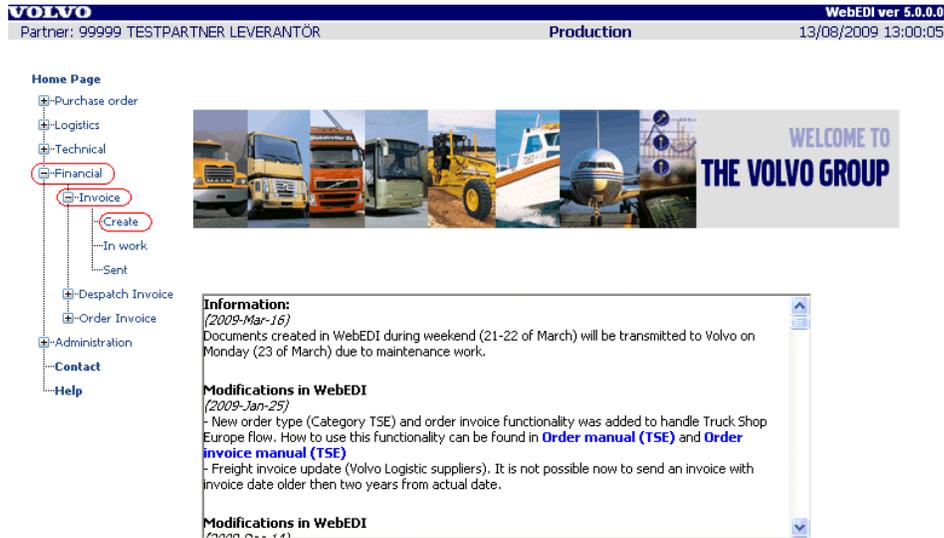- **NEVER** use the navigation buttons in Internet Explorer to go back or forward during a WebEDI session

VOLVO

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".

VOLVO | WebEDI ver 5.0.0.0
Partner: 99999 TESTPARTNER LEVERANTÖR | **Production** | 13/08/2009 13:00:05

Home Page
⊞·Purchase order
⊞·Logistics
⊞·Technical
⊟·Financial
  ⊟·Invoice
    ····Create
    ····In work
    ····Sent
  ⊞·Despatch Invoice
  ⊞·Order Invoice
⊞·Administration
····Contact
····Help

Select type of invoice ?

AP invoice
   When Invoicing Automotive products.
NAP invoice
   When Invoicing Non Automotive products.
Freight invoice
   When Invoicing Freight.

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".

VOLVO | WebEDI ver 5.0.0.0
Partner: 99999 TESTPARTNER LEVERANTÖR | **Production** | 13/08/2009 13:00:05

Home Page
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⊞·Administration
····Contact
····Help

Enter invoice Step 1/4 ?
Select buyer
Id   Name
1705   VOLVO LOGISTICS CORP.
4645   VOLVO LOGISTICS CORP.

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).

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

Home Page
⊞ Purchase order
⊞ Logistics
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⊟ Financial
  ⊟ Invoice
    ···Create
    ···In work
    ···Sent
  ⊞ Despatch Invoice
  ⊞ Order Invoice
⊞ Administration
Contact
···**Help**

Enter invoice (freight)   Step 2/4 ❓
Information about buyer and seller

Invoice number: AS763826543 *   Original invoice reference: [ ] Only to be used when credit note

Invoice date: 2009-08-13 🗓 *

Buyer: **Seller:**

Supplier customer no: 671705 *   Volvo supplier no: 99999
Customer: 1705 - VOLVO LOGISTICS CORP.   Name of supplier: TESTPARTNER LEVERANTÖR
     Official address: roclaw, ul. Mydlana 2 *

VAT no: SE556197973201   VAT no: PL434676873434 *
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 ▾ * Description
     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]

[Next]

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 **CREDIT** invoice and should be empty if it is a **DEBIT** 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. **Example**: 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.

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Volvo reference:	Invoice receiver within Volvo organization. When **Volvo Logistics**, **Gothenburg** is the customer, use signature. Example: BO When **Volvo Logistics**, **Ghent** is the customer use TCM. For **other Volvo companies** use workflow reference. Example: 12345
Department:	Department of Volvo reference. When **Volvo Logistics**, **Ghent** is the customer, use 11230.
Phone:	Phone number of Volvo reference.
Email:	Email address of Volvo reference.

Supplier information

Official address:	Location of the main office (enter if applicable or if required by national legislation).
VAT no:	Your Value Added Tax number
Bank:	Name of the bank or financial institution you are using.
Account holder name:	Name of the juridical person that holds the account.
Bank account no:	Your bank account number.
VAT rate:	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.
VAT category:	Default is "S" (standard). Choose another code value if the VAT rate is 0. Click the link "Description" to get a list of possible codes.
Swedish VAT amount:	**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 **DEBIT** invoice, only negative number if **CREDIT** invoice. Pricing based currency should be SEK.
Supplier reference:	Reference to contact within supplier organization
Department:	Department of supplier reference.
Phone:	Phone number of supplier reference.
Email:	Email address of supplier reference.
Free text:	Click the button "Free text" if you need to enter any of the following information (up to 768 characters can be given):

- Government information
- Regulatory information
- Tax declaration
- Instructions to the paying and/or accepting and/or negotiating bank

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

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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**).

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.

Figure 7 Fill in requested line information

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

Ship from name:	Specify ship from. (name)
Ship from ID:	Specify ship from. (id)
Place of departure:	Specify place of departure. (city)
Shipment date:	Specify shipment date.
Total gross weight:	Specify the total gross weight.
Gross volume:	Specify shipment volume.
Loading meters:	Specify loading meters.
Chargeable distance:	Specify chargeable distance.
Chargeable weight:	Specify chargeable weight.
Chargeable number of rail wagons:	Specify number of rail wagons.
Chargeable number of trailers:	Specify number of trailers.
Number of packages:	Specify number of packages.
Package type:	Specify package type.
Freight amount:	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.

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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).

Figure 8 Fill in requested line special services information

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

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

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"**.

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.

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    - In work
    - Sent
  - Despatch Invoice
  - Order Invoice
- Administration
- Contact
- Help

Enter invoice (freight)   **Step 3/4** [?]

Ship from name:	[	]		Ship to name:	[ ]
Ship from ID:	[ ]			Ship to ID:	[ ]
Place of departure	[ ] *		Place of destination:	[ ] *
Shipment date:	2009-08-13 [📅] *			
Total gross weight:	[ ] kg		Specify Volvo contract number if available:	[ ]
Gross volume:	[ ] m³		Shipment reference number:	[ ] ⓘ
Loading meters:	[ ] m		Ship from reference no:	[ ] ⓘ
Chargeable distance:	[ ] km		Transport document no:	[ ] ⓘ
Chargeable weight:	[ ] kg		License plate:	[ ] ⓘ
Chargeable number of rail wagons:	[ ]		Id of the means of transport:	[ ]
Chargeable number of trailers:	[ ]			
Number of packages:	[ ] *			
Package type:	[ ]		VAT(%):	6 [▼] *
			VAT category:	S [▼] * Description
Freight amount:	[ ] *		VAT amount:	180.00
Description:	[ ]			

Special services	**Amount**	**VAT rate**	**VAT category**	**VAT amount**
[New additional cost]				

Remove	**Place of departure**	**Place of destination**	**Reference**		**Amount**
☐	Wroclaw	Gotheburg	6923655		12400.00
☐	Wroclaw	Stockholm	7134829		3000.00
Sum					**15400.00**

[Save and add new invoice line]   [Next]

Figure 12 When all lines are added click "Next"

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

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.

Figure 14 Confirmation of the transmission
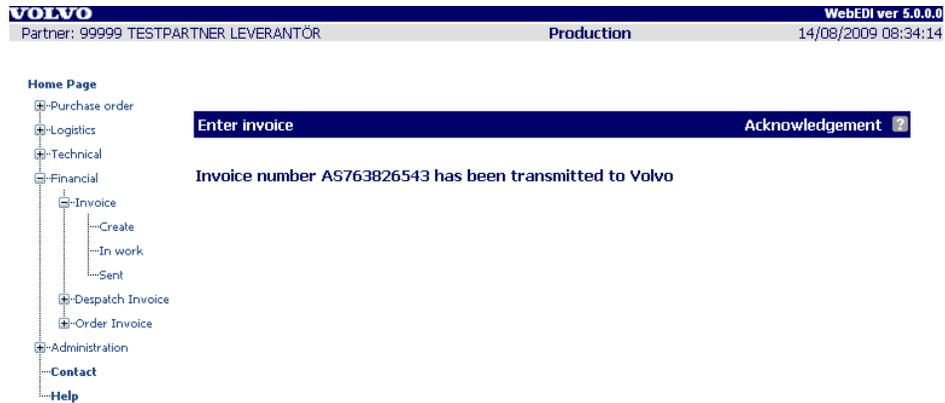
After you have sent the invoice to Volvo, you will get a confirmation - **Invoice number XXXXXX has been transmitted to Volvo**.

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.

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Web INVOICE TRANSPORT:	AS763826543	Original Invoice Reference :	
Invoice date:	2009-08-13		

Buyer: *Supplier:*

Supplier customer no:	671705		
Customer:	1705	Volvo supplier no:	99999
VOLVO LOGISTICS CORP.		TESTPARTNER LEVERANTÖR	
		Volvo IT	
		40508	
		goteborg	
		Sweden	
		Official address:	Wroclaw, ul. Mydlana 2
		Bank:	Unit Bank
		Account holder name:	Volvo Poland
		Account no:	AN65432145345
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:	BO	**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 amount excl. tax:	Payment currency:	Total taxable amount:	Total tax amount:	Total exempt amount:	Total non-tax amount:	Total invoice amount incl. tax:
15,400.00	SEK	15,400.00	924.00	0.00	0.00	16,324.00

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Invoice line number:	Shipment date:		
1	2009-08-13		
Ship from name:	**Place of departure:**	**Ship to name:**	**Place of destination:**
Volvo supplier	Wroclaw	Volvo plant	Gotheburg
Ship From ID:		**Ship To ID:**	
1001		1705	

Total gross weight:	1500 kg	**Contract no:**	PL45184489
Gross volume:	40 m3	**Shipment reference no:**	6923655
Loading meters:	m	**Ship from reference no:**	
		Transport document no:	
Chargeable distance:	120 km	**License plate:**	
Chargeable weight:	kg		
Chargeable number of rail wagons:	1	**Number of packages:**	10
Chargeable number of trailers:	0	**Package type:**	780

ID of means of transport: TR

	Amount:	VAT rate:	VAT category:	VAT amount:
Freight	12,000.00	6.00	S	720.00
Special services				
Fuel surcharge	100.00	6.00	S	6.00
Currency surcharge	300.00	6.00	S	18.00

Description:

Invoice line number:	Shipment date:		
2	2009-08-13		
Ship from name:	**Place of departure:**	**Ship to name:**	**Place of destination:**
Supplier name	Wroclaw	Volvo AB	Stockholm
Ship From ID:		**Ship To ID:**	

Total gross weight:	1000 kg	**Contract no:**	PL4518489
Gross volume:	20 m3	**Shipment reference no:**	7134829
Loading meters:	40 m	**Ship from reference no:**	
		Transport document no:	
Chargeable distance:	2000 km	**License plate:**	
Chargeable weight:	1000 kg		
Chargeable number of rail wagons:	5	**Number of packages:**	10
Chargeable number of trailers:	2	**Package type:**	780

ID of means of transport:

	Amount:	VAT rate:	VAT category:	VAT amount:
Freight	3,000.00	6.00	S	180.00

Description:

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.