



# Viewing Vendor Invoices (**VVI**) User Manual



## Viewing Vendor Invoices

This is a tool to allow suppliers to view their account in real time. You can see if there are problems with an invoice, when the invoice will be paid, and view your remittance information. We hope that you will use this tool first before calling Accounting Services or creating a case for the Contact Center.

# Login to Supplier Portal:

WELCOME TO THE VOLVO GROUP SUPPLIER PORTAL

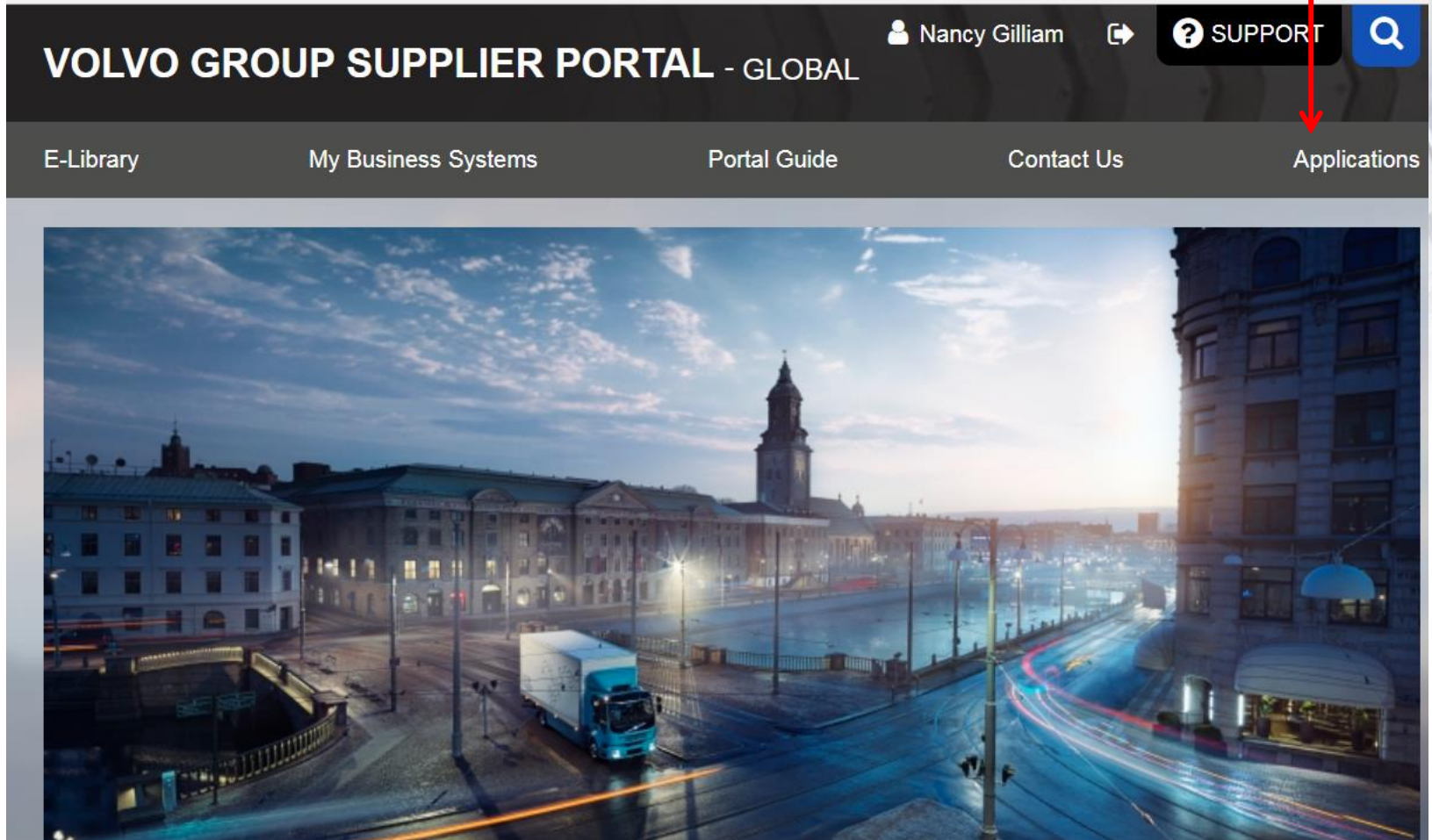
Enter your credentials

password

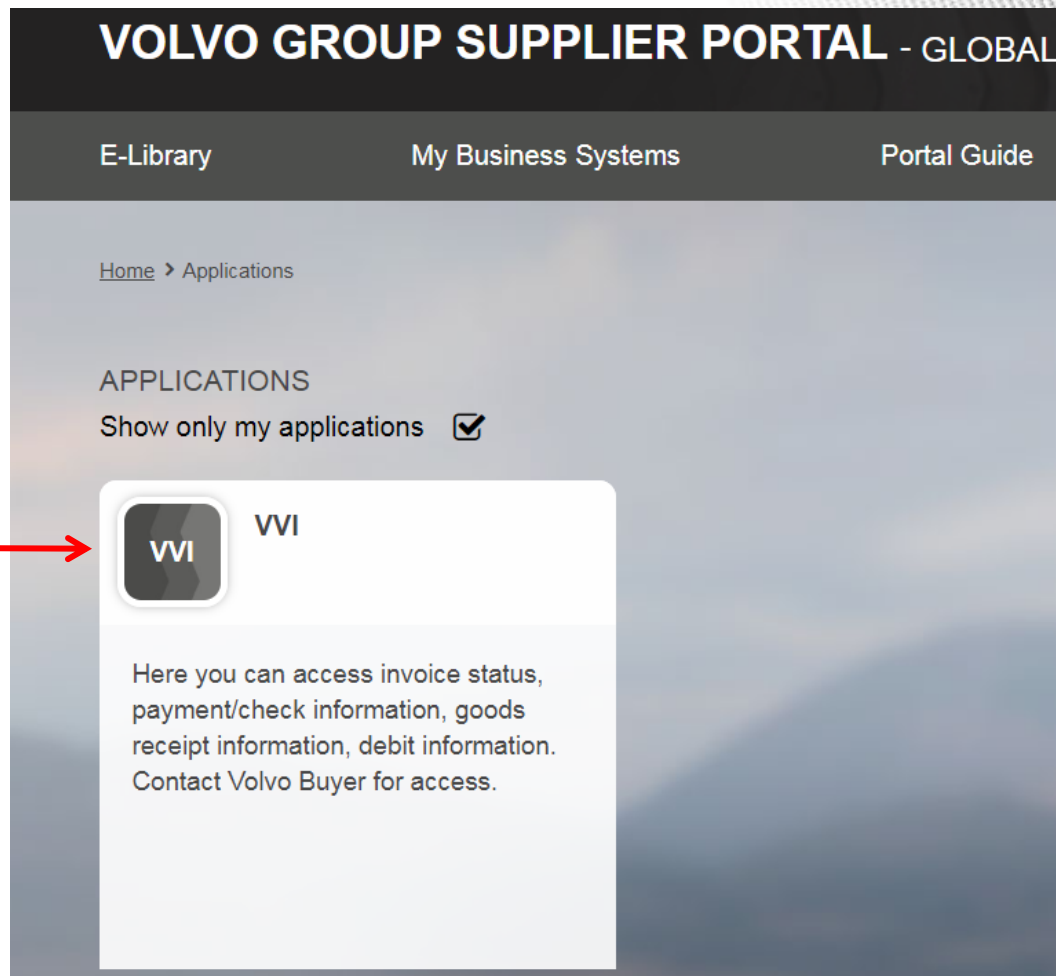
LOGIN

- [Forgot your password?](#)
- [Change language](#)

# Go to “Applications” page :



# Click on the square icon marked VVI to access the tool



# Click open VVI

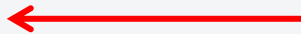
VVI

Here you can access invoice status, payment/check information, goods receipt information, debit information. Contact Volvo Buyer for access.

☆ Add to my favorites



[Open VVI](#)





**You must have a username and password to access VVI. See last page for information on how to get a username/password.**

VIEWING VENDOR INVOICES

Welcome


**VOLVO**

VVI login

Type your username and password

username:

password:

submit 


This is the home page for VVI. This page will change to provide you information as needed. The default language is English. You may change it to another language by clicking here.

VIEWING VENDOR INVOICES

Welcome Mohapatra Prashanth

**VOLVO**

Home  
Search  
Invoices  
Payments  
Goods Receipts  
FAQ  
Documentation



**Welcome to Viewing Vendor Invoices**

Our strategy is to ensure that you receive accurate, real-time information that can be downloaded at your convenience.

On this website you will have the ability to retrieve information such as:

- Invoice status
- Payment / check information
- Debit information
- Remittance advice
- Debit memo copies

VM is the preferred vendor inquiry method. Before you begin to use the application, please read the instruction on how to use the tool posted in Frequently Asked Question section. Below is a presentation that you may find helpful as well:

[VM presentation](#)

VVI is now available in other languages - Japanese, Portuguese, French and Chinese. Thai and Spanish coming soon. Russian expected in 2017.


From the home page, select change language (upper left hand corner). Select the language you would like from the drop down menu. Once saved, this will remain as your default language.

**Links**

[Change Language](#)

[Download Adobe Reader](#)

» Click here to download the free Adobe reader application in order to browse PDF documents

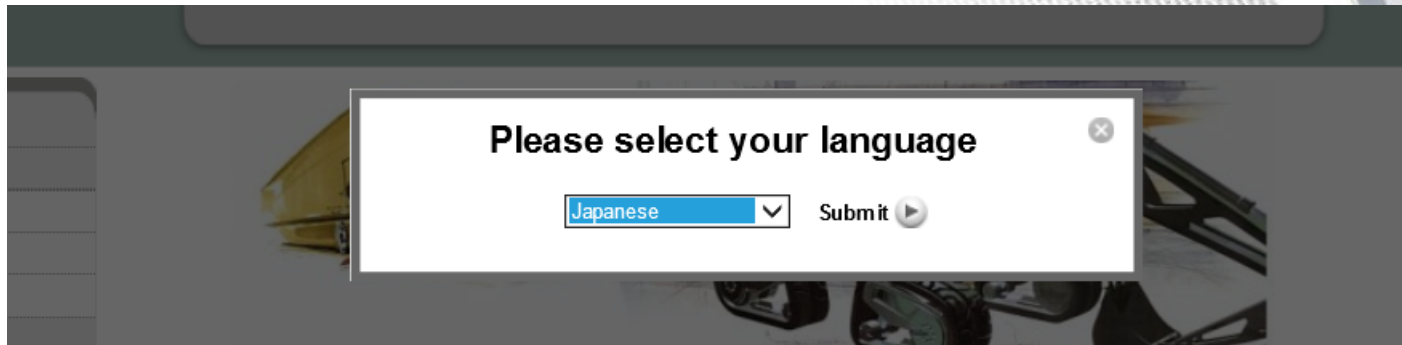


**Contact**

In case of problems or questions, please use the link below:

[Contact Center – Purchase to Pay](#)





Select the language you would like and click on submit. Whatever language you choose, it will stay that way until you change it again.




We currently have Chinese, French, Japanese, Portuguese, Spanish, Thai, Italian, and German.

# Invoices:

Search
Invoices
Payments



## Invoice Status

<b>Vendor Number *</b>	<input type="text"/>	Enter vendor number
<b>Country *</b>	<input type="text" value="▼"/>	Select country name
<b>Company Name *</b>	<input type="text" value="▼"/>	Select company name
<b>Invoice Date</b>	<input type="text"/>  to <input type="text"/> 	Enter date range (M/D/YYYY) or use calendar
<b>Invoice Number</b>	<input type="text"/>	Enter Your invoice number or leave blank to view all documents
<b>Invoice Amount</b>	<input type="text"/>	Enter invoice amount or leave blank to view all documents
<b>Invoice Status</b>	<input type="text" value="▼"/>	Invoice Status
<b>Document Category</b>	<input type="text" value="▼"/>	Select document category
<b>Supplier Reference #</b>	<input type="text"/>	ASN for self-billed suppliers only
(* Required)		
		<b>Search</b> 

Select Invoices on the left hand side of the home page.

Enter your supplier number, select the country that you are billing, and select the appropriate Volvo company code from the drop down list, click search. These are the only fields required to do a search.

Note: Volvo companies appear in alphabetical order by company name. The other selections are optional. The system defaults to the past 12 months if nothing else is selected for invoice date.

# Invoices:

Use the calendar icons to select a date range

Invoice Status

Vendor Number *	<input type="text"/>	Enter vendor number
Country *	<input type="text"/>	Select country name
Company Name *	<input type="text"/>	Select company name
Invoice Date	<input type="text"/> to <input type="text"/>	Enter date range (MM/YYYY) or use calendar
Invoice Number	<input type="text"/>	Enter Your invoice number or leave blank to view all documents
Invoice Amount	<input type="text"/>	Enter invoice amount or leave blank to view all documents
Invoice Status	<input type="text"/>	Invoice Status
Document Category	<input type="text"/>	Select document category
Supplier Reference # (* Required)	<input type="text"/>	ASN for self-billed suppliers only

Search

July, 2018

Su	Mo	Tu	We	Th	Fr	Sa
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Today: July 11, 2018

Please note that amount of information you can view varies from company to company. Newer company codes may only show current year while others that have been on our accounting system can show up to 3 years of invoice history.

# Invoices:

## Invoice Status

Vendor Number *	<input type="text" value="184518"/>	Enter vendor number
Country *	<input type="text" value="United States"/>	Select country name
Company Name *	<input type="text" value="VOLVO GROUP NA INC. (US10)"/>	Select company name
Invoice Date	<input type="text"/> to <input type="text"/>	Enter date range (M/D/YYYY) or use calendar
Invoice Number	<input type="text"/>	Enter Your invoice number or leave blank to view all documents
Invoice Amount	<input type="text"/>	Enter invoice amount or leave blank to view all documents
Invoice Status	<input type="text" value="All"/>	Invoice Status
Document Category	<input type="text" value="All"/>	Select document category
Supplier Reference #	<input type="text"/>	ASN for self-billed suppliers only

(\* Required)

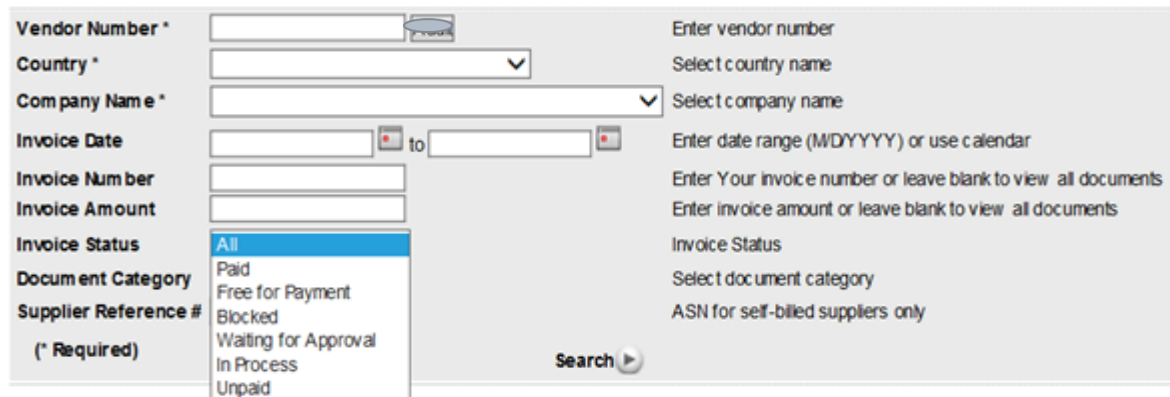
### Search Tips:

- To search for a specific invoice, enter the invoice number. You may use a wildcard (\*) which will show all invoices starting with a number. This is helpful since we may have registered the invoice differently than you show in your AR ledger.

EX: 1234\* will show all invoices that begin with 1234.

- You can also search by invoice amount
- Supplier reference number is the shipment ID or ASN that was sent with the shipment. This option is only used for self-billed suppliers. Currently only Japan, Germany (VCE), Sweden (VCE) and US have self-billing.

# Invoices: Invoice Status



Vendor Number \*  Enter vendor number

Country \*  Select country name

Company Name \*  Select company name

Invoice Date  to  Enter date range (MDYYYY) or use calendar

Invoice Number  Enter Your invoice number or leave blank to view all documents

Invoice Amount  Enter invoice amount or leave blank to view all documents

Invoice Status  Invoice Status

Document Category  Select document category

Supplier Reference #  ASN for self-billed suppliers only

(\* Required)

Search

For all statuses, it is possible to use a specific date range or leave the date range blank. If the date range is blank, you will see invoices with the selected status from the past 12 months.

- **Paid** – This will only show invoices that are paid
- **Free for Payment** – These invoices are posted on your account. They will be paid according to their due date. Volvo payments are normally done with a Thursday value date. Invoices due on Fridays or the weekend will pay the following Thursday.
- **Blocked** – These invoices are blocked for either price or quantity issues. If you see a magnifying glass icon next to the invoice number, you can receive more information. Clicking on the magnifying glass will lead you to the details of the invoice including the blocking reason(s). P = price and Q = quantity. Please contact your buyer for pricing issues.

Note: If the invoice is blocked and overdue (see Estimated Due Date) contact your appropriate Volvo representative to solve this issue.

- **Waiting for Approval** – These invoices are still being approved and will not pay out until this process is complete.

Note: For some manually handled invoices the “Waiting for Approval” status is a standard procedure before they are released for payment.

If the invoice is not overdue yet (see Estimated Due Date) then there is no need for you to take any action.

- **In Process** – Normally these invoices are waiting for the goods to arrive. Once the shipment is received, these invoices should automatically change to free for payment.

Note: If the invoice is overdue (see Estimated Due Date) contact your appropriate Volvo representative to solve this issue.

- **Unpaid** – this shows all unpaid statuses at once: free for payment, blocked, waiting for approval and in process
- **All** – includes all the categories described above. This status is set as default.

# Invoices:

Invoice Status

Vendor Number *	<input type="text"/>	Enter vendor number
Country *	<input type="text"/>	Select country name
Company Name *	<input type="text"/>	Select company name
Invoice Date	<input type="text"/> to <input type="text"/>	Enter date range (MM/YYYY) or use calendar
Invoice Number	<input type="text"/>	Enter Your invoice number or leave blank to view all documents
Invoice Amount	<input type="text"/>	Enter invoice amount or leave blank to view all documents
Invoice Status	<input type="text"/>	Invoice Status
Document Category	<input type="text"/>	Select document category
Supplier Reference # (* Required)	<input type="text"/>	ASN for self-billed suppliers only

Search

**All is the default option for document category.**

- **Invoice** – this selection will only show invoices and not the other categories
- **Self-Billing Document** – only used in Japan, Germany, and US at this time, this selection will only show self-billed invoices
- **AR-Billing Document** – only used in Japan at this time, this selection will only show AR-Billing documents
- **Revaluation Document** - only used in Japan at this time, this selection will only show revaluation documents



# Invoices:

## Invoice Status

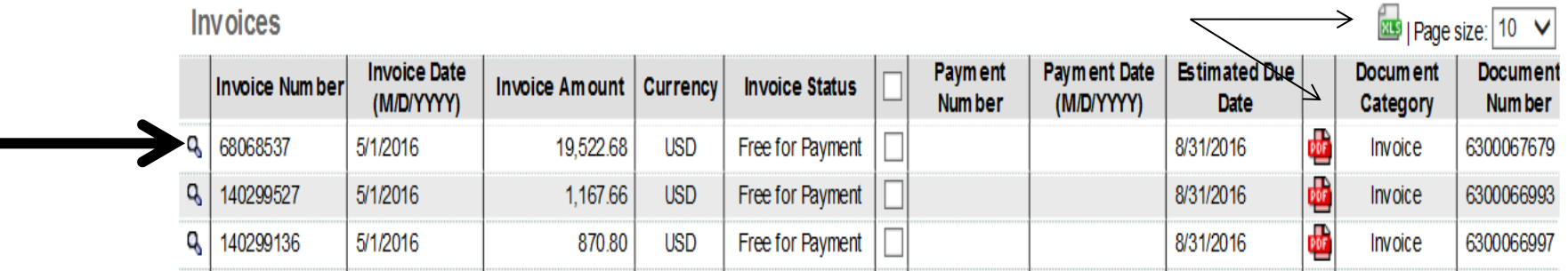
Vendor Name: Adecco USA, Inc.








Vendor Number: 184518

Company Name: VOLVO GROUP NA, INC.

Company Code: US10

### Invoices



	Invoice Number	Invoice Date (M/D/YYYY)	Invoice Amount	Currency	Invoice Status	<input type="checkbox"/>	Payment Number	Payment Date (M/D/YYYY)	Estimated Due Date		Page size: 10	<input type="checkbox"/>
	68068537	5/1/2016	19,522.68	USD	Free for Payment	<input type="checkbox"/>			8/31/2016		Invoice	6300067679
	140299527	5/1/2016	1,167.66	USD	Free for Payment	<input type="checkbox"/>			8/31/2016		Invoice	6300066993
	140299136	5/1/2016	870.80	USD	Free for Payment	<input type="checkbox"/>			8/31/2016		Invoice	6300066997

Once you have made your selections and clicked on the search button, the invoices will appear.

If you click on the red and white PDF icon, the image of the invoice will open in a separate window. You can also view deductions this way.

All of the information on the screen can be exported to excel by clicking on the green XLS icon.

To see the invoice details, click the magnifying glass.

Note: The magnifying glass may not appear for all company codes.

# Payments:

Search

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Invoices

---

Payments



## Payments


Vendor Number *	<input type="text" value="184518"/>		Enter vendor number
Company Name *	<input type="text" value="VOLVO GROUP NA INC. (US10)"/>		Select company name
Payment Number	<input type="text"/>		Enter payment number
Check Number	<input type="text"/>		Enter check number
Payment Date	<input type="text" value="5/2/2013"/>	to <input type="text" value="5/15/2013"/>	Enter payment date range (MM/DD/YYYY) or use calendar
(* Required)		Search	

Select payments on the left hand side of the home page.

Enter your supplier number and select the appropriate Volvo company code (same as in invoice search).

# Payments:

## Payments

Vendor Number *	<input type="text" value="184518"/>	Enter vendor number
Company Name *	<input type="text" value="VOLVO GROUP NA INC. (US10)"/>	Select company name
Payment Number	<input type="text"/>	Enter payment number
Check Number	<input type="text"/>	Enter check number
Payment Date	<input type="text" value="5/2/2013"/> to <input type="text" value="5/15/2013"/>	Enter payment date range (MM/DD/YYYY) or use calendar
(* Required)		Search 

The following fields are not required to do a search but will help reduce the information viewed if used.








- **Payment Number** – this is the payment number assigned in SAP when the payment was sent to the supplier. This number may not have been sent with the payment to the supplier.
- **Check Number** – this is the number of the check that was mailed to you. This is mainly used in France and US.
- **Payment Date** – This is the date the payment was mailed (checks) or in the suppliers account (electronic payments) Normally this is a Thursday date.

# Payments:

## Payments

**Vendor Name:** Adecco USA, Inc.      **Vendor Number:** 184518  
**Company Name:** VOLVO GROUP NA, INC.      **Company Code:** US10

### Payments

	Payment Number	Date (M/D/YYYY)	Payment Amount	Currency	<input type="checkbox"/>	
	7100331352	5/9/2013	6,940.76	USD	<input type="checkbox"/>	
	7100331353	5/9/2013	673.14	USD	<input type="checkbox"/>	
	7100331354	5/9/2013	17.76	USD	<input type="checkbox"/>	
	7100329543	5/2/2013	130,111.84	USD	<input type="checkbox"/>	
	7100329544	5/2/2013	2,670.37	USD	<input type="checkbox"/>	
	7100329545	5/2/2013	8,388.89	USD	<input type="checkbox"/>	
	7100329546	5/2/2013	31,250.22	USD	<input type="checkbox"/>	

This box will select them all

Or you can look at many by clicking on the box next to each payment

You can look at each payment individually by clicking on the magnifying glass. It is possible to download your remittance advice into excel by clicking on the green excel icon.







# Payments:

## Remittance Advice

**Vendor Number:** 184518 **Vendor Name:** Adecco USA, Inc. **Payment Amount:** 1,230.86  
**Payment Number:** **Payment Date:** 4/25/2013 **Currency:** USD  
**Payment Method:** Payment

### Invoices

	Invoice Number	Invoice Date	Baseline Date	Document Category	Document Number	Invoice Amount	
	114200893	12/23/2012	12/23/2012	Invoice	6300041034	576.55	
	114313329	12/30/2012	12/30/2012	Invoice	6300042620	141.92	
	105573073	8/21/2011	8/21/2011	Invoice	6300045359	589.39	
	115760750	3/24/2013	4/18/2013	Invoice	6300059895	-77.00	

Here are the payment details which can also be exported into excel.


If you wish to see the invoice line detail, you can click on the magnifying glass again to view them. This is the same information that can be viewed in the invoice search.

# Purchase Orders:

Search
Invoices
Payments
Indirect PO Search



## Purchase Orders


Vendor Number *	<input type="text"/>	Enter vendor number
Country *	<input type="text" value="▼"/>	Select country name
Company Name *	<input type="text" value="▼"/>	Select company name
Purchase Order *	<input type="text"/>	Enter purchase order number
(* Required)		
		Search 

**Note :** This search will only work for indirect POs such as EBD. Purchase orders for production materials cannot be found in this search yet.

Note: This is for indirect orders only. Not production purchase orders




# Supplier Information:

Search
Invoices
Payments
Indirect PO Search

Supplier Information



## Supplier Information

Vendor Number *	<input type="text" value="22942"/>	Enter vendor number
Country *	<input type="text" value="United States"/>	Select country name
Company Name *	<input type="text" value="VOLVO GROUP NA INC. (US10)"/>	Select company name
(* Required)		
		Search 


Supplier email address mentioned in our database is:

The above email address for supplier #**22942** and Volvo company / company code **US10** is used as a contact to your company for upcoming projects, remittance advices, ERS invoices or other information.

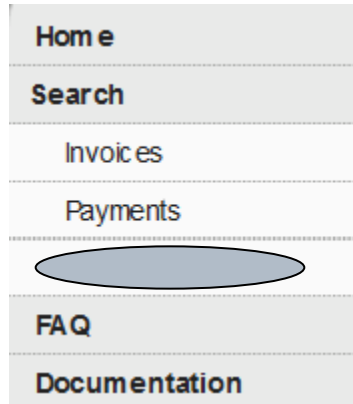
If no address has appeared above, we do not have an email address in our database for your supplier number.

Please note we can only have one email address per number.

If this information is outdated or incorrect, Please click [here](#) to make an update.

New search 

# Miscellaneous Information:



You can look at FAQ (frequently asked questions) or documentation for help using the website.

## Note:

- You must have one user ID and password per supplier number.
- If a new Volvo company is added to the tool, you will automatically have access to it as long as you have a user ID/password and you are doing business with the new location.
- The tool is normally available 24 hrs/7days a week. Normal down time for system changes will be announced on the home page a few weeks in advance.
- If you have problems using this tool or you need access, please call the P2P contact center (see VVI home page for details).
- Anything underlined in blue can be clicked on for additional information.
- This system is read only, the information showing can not be edited or changed.

## Need access to VVI?

- Suppliers can request access through the Contact Center or from their local Accounting Services team. If you are not sure which team to contact, please copy the link below to reach the Contact Center home page.
- <http://www.volvogroup.com/group/global/en-gb/suppliers/existingsuppliers/PurchasetoPay/Pages/contactcenter.aspx>
- Then select the country for the Volvo business you support. The contact information for that country will appear. You must provide us your supplier number(s) and an email address so your username/password information can be sent to you.
- Employees can request access through FAROS. Please use: Business applications and search for VVI. Once your manager approves, your access will be given. You will use your Windows username and password. Employees are given access to all of VVI, not just their company code