

Self-billing Tips and Tricks

Why can't I find my invoice on VVI?

- We will not process your invoices once you are live on self-billing. All invoices received from you for the self-billed flow will be rejected.
- **We use the shipping document number (SID) on your ASN sent with your shipment as the supplier reference number on our invoice to you.** Please search by putting the SID number in the supplier reference field OR select self-billing document in the document category to see all self-billed invoices.

Invoice Status

Vendor Number *	<input type="text"/>	Audit	Enter vendor number
Company Name *	<input type="text"/>	▼	Select company name
Invoice Date	<input type="text"/>	to <input type="text"/>	Enter date range (MD/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	All	▼	Invoice Status
Document Category	All	▼	Select document category
Supplier Reference #	<input type="text"/>		ASN for self-billed suppliers only

(* Required)

How can I get a copy of my invoice?

- You should be receiving an email with a PDF version of the invoice attached when it is created.
- Please check your spam if you have not received an email from us.

To see the email address on file for you:

- Use the supplier information option on the left hand side of the screen
- Enter your supplier number, select the appropriate Volvo company using the drop down box and click search.
- The email address showing is where the invoices are sent to. If there is no email address on file or the information showing is invalid, please create a support case to have it changed.

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Supplier Information

Vendor Name: Volvo Lastvagnar A B

Vendor Number: 1001

Company Name: Mack Trucks Inc

Supplier email address on file:

Above is the email address we have on file for supplier # **1001** and company code **US45**. This email address may be used to contact your company for upcoming projects, remittance advices, ERS invoices or other information.

If nothing has appeared above, we do not have an email address on file.

We can only have one email address on file per Supplier number. If this information is outdated or incorrect, please click on the link below to create a support case to have it changed. Please select your appropriate region.


<http://www.volvogroup.com/group/global/en-gb/suppliers/existingsuppliers/PurchasetoPay/Pages/contactcenter.aspx>


New search

How can I get a copy of my invoice? Cont'd

- You can also download a PDF version from VVI

Invoices

Invoice Date (YYYY)	Invoice Amount	Currency	Invoice Status	<input type="checkbox"/>	Payment Number	Payment Date (M/D/YYYY)	Estimated Due Date	SCF	Document Category
	39,410.29	USD	Free for Payment	<input type="checkbox"/>			5/12/2018		Self-Billing Document

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- Just use the scroll bar at the bottom of the screen to scroll over to the PDF icon. Click on it to open the invoice image in another window. You can save it from there.
- You may also download the invoice or a list of invoices you selected in excel. For one invoice, click on the magnifying glass to see the invoice details, then click on the green excel icon. For multiple invoices, select each invoice on the first screen and then click on the green excel icon.
- Excel will then open a new spreadsheet that you can save in any excel format

Invoices

Invoice Number	Supplier Reference #
5104192351	33200


Invoice's Lines

Line	Purchase Order	Part Number	Delivery Note	Quantity Received	Description	Unit Price	UoM	Buyer Code	Date Shipped	Date Received
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Payment details:

Payments

Vendor Number *	<input type="text"/>	Audit	Enter vendor number
Company Name *	<input type="text"/>	▼	Select company name
Payment Number	<input type="text"/>		Enter payment number
Check Number	<input type="text"/>		Enter check number
Payment Date	<input type="text"/>	to <input type="text"/>	Enter payment date range (MD/YYYY) or use calendar
(* Required)	Search 		

- Use the search payment option on the left hand side of the page.
- Enter your supplier # and select the appropriate company from the drop down box.
- Use the calendar icons to select the payment dates. Click search.

Payments

	Payment Number	Date (M/D/YYYY)	Payment Amount	Currency	<input type="checkbox"/>
	3400014071	1/5/2018	63,567.22	SEK	<input type="checkbox"/>
	3400014072	1/5/2018	158,527.00	USD	<input type="checkbox"/>
	3400014073	1/5/2018	7,674.45	USD	<input type="checkbox"/>
	3400059013	12/7/2017	18,835.95	USD	<input type="checkbox"/>

- If you click the magnifying glass, you will see the payment details for just that payment

Payment details cont'd

Invoices



Invoice Number	Supplier Reference #	Invoice Date	Baseline Date	Document Category	Document Number	Invoice Amount
5224764	5224764	5/11/2017	5/11/2017	Invoice	730006091	63,567.22

- You will see the supplier reference #, your ASN's SID number, is showing on the remittance.
- You can also download the remittance into excel by clicking on the green excel icon

Payments




	Payment Number	Date (M/D/YYYY)	Payment Amount	Currency	<input type="checkbox"/>
	3400014071	1/5/2018	63,567.22	SEK	<input type="checkbox"/>
	3400014072	1/5/2018	158,527.00	USD	<input type="checkbox"/>
	3400014073	1/5/2018	7,674.45	USD	<input type="checkbox"/>
	3400059013	12/7/2017	18,835.95	USD	<input type="checkbox"/>



- You can also download multiple payments at once by selecting the payments you want (click on the box) and then clicking the excel icon. All of the payment details will export into one excel spreadsheet.

Payment details with parts & quantities

Payments

	Payment Number	Date (M/D/YYYY)	Payment Amount	Currency	<input type="checkbox"/>
	7100319156	4/5/2018	177,339.45	USD	<input type="checkbox"/>
	7100316725	3/22/2018	102,449.42	USD	<input type="checkbox"/>
	7100315150	3/15/2018	79,101.33	USD	<input type="checkbox"/>





Click on the magnifying glass next to the payment you want to view

Invoices

Download ERS Remittance



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	Invoice Number	Supplier Reference #	Invoice Date	Baseline Date	Document Category	Document Number	Invoice Amount	<input type="checkbox"/>
	14240DM	14240DM	3/23/2018	3/23/2018	Invoice	241012906	-340.00	<input type="checkbox"/>
	39884DM	39884DM	3/28/2018	3/28/2018	Invoice	2000217834	-51.64	<input type="checkbox"/>
	5104131643	32616	1/22/2018	1/22/2018	Self-Billing Document	6200000309	753.60	<input checked="" type="checkbox"/>
	5104131644	32617	1/22/2018	1/22/2018	Self-Billing Document	6200000310	2,952.50	<input checked="" type="checkbox"/>



Check the box next to the invoice you want to see the details for. You can select as many invoices as you need. Now click on the green icon next to Download ERS Remittance.

Payment details with parts & quantities cont'd

The information will be exported to excel. The invoice information will appear on the left and all of the parts details for that invoice will appear on the right.

Invoice Number	Supplier Reference #	Invoice Date	Baseline Date	Document Category	Document Number	Invoice Amount			Line	Purchase Order	Part Number	Delivery Note	Quantity Received	Description
5104131643	32616	1/22/2018	1/22/2018	Self-Billing Document	6200000309	753.6			1	M647474-556	20377863	32616	120	BRACKET REINFORC
Invoice Number	Supplier Reference #	Invoice Date	Baseline Date	Document Category	Document Number	Invoice Amount			Line	Purchase Order	Part Number	Delivery Note	Quantity Received	Description
5104131644	32617	1/22/2018	1/22/2018	Self-Billing Document	6200000310	2952.5			1	M763757-556	21390666	32617	500	BRACKET BRACKET
									2	M763757-556	21345887	32617	250	BRACKET BRACKET

Remember that the supplier reference # field is the SID or ASN from your shipment to us

Misc. tips

- Invoices will be created 3 days after the goods are received. This allows our receiving group time to make corrections if needed.
- If you do not see an invoice created for a shipment or the quantities billed are not correct, please contact receiving to have this resolved. Their contact information is on the first page of the self-billed invoice.
- If prices do not match, please contact your Volvo buyer to resolve this. Your buyer's contact information is also on the first page of the self-billed invoice.