

How to order analysis at Materials Technology using EBD

NOTE! Users of EBD – Enterprise Buyer Desktop on the intranet must be registered the first time.

Guide of how to register and ordering job at Materials Technology are described below.

- Go to page "eprocare.nap.volvo.net" on the internet.
- At the homepage of NAP, choose link "[Login EU](#)" or "[Login US](#)" depending of country of origin.
- Login using username and password. If you need help or this is your first time using EBD choose the link "[SuperUser](#)" for registration and advice.
- Choose "[New Shopping Card](#)".
- There are six tags on the upper right of the page. Choose "[Special request](#)".
- Add and choose the following:
 - Quantity: 1
 - Unit: Set
 - Estimate unit price: Cost of the course
 - ISO Currency Code: Choose the relevant currency
 - Supplier: Volvo Technology Corporation (Parma code: 0001090)
 - *Supplier part number: Leave empty*
 - *Manufacturer: Leave empty*
 - *Commodity: Leave empty*
- In the filed "Item description" type information about e.g. type of analyse ordered, contact person at Materials Technology etc. See example below.

To: First_name.Surname@volvo.com
First name Surname, dept. BFxxxxx
Description: Failure analyse of broken camshaft, field xxx.
Customer: Name, company and department.
Number on the quote from Materials Technology if such exists.
- Maximum 250 sign can be typed in the field "Item description".
- Choose "[Add](#)" on the upper left side of the page. The information is now stored. Choose the tag "[Shopping Chart](#)" on the upper right side of the page.
- The information box "[Actions](#)" is marked red because no Cost Centre is entered. Click the symbol "[Add Account Assignment](#)" in the red marked box.
- Type the following:
 - **Cost Centre:** *
 - **G/L Account:** *
 - **Internal order:** *

*Please contact your economic department
- Choose "[Save](#)".
- You are now back on the "[Shopping Chart](#)". Choose "[Submit](#)" to send the request to Materials Technology.
Note: the request is sent to your manager for approval.
- For additional information on using EBD, use the link below "Guide to EBD":
<https://teamplace.volvo.com/sites/nap-ebd/EBD%20Guides/Guide%20to%20EBD.ppt>