



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:

https://supplierportal.volvo.com/_layouts/login.aspx?ReturnUrl=%2fvsp%2fap%2fen%2fPages%2fhome. - Windows Internet Explorer

https://supplierportal.volvo.com/_layouts/login.aspx?ReturnUrl=%2fvsp%2fap%2fen%2fPages%2fhome.aspx

File Edit View Favorites Tools Help

SnagIt

Favorites https://supplierportal.volvo.com/_layouts/login.aspx?...

VOLVO GROUP SUPPLIER PORTAL

Volvo Group Supplier Portal

Welcome to the Volvo Group Supplier Portal extranet.

If you have problem with your User ID or your Password (e.g. forgotten), please contact us by clicking on the below link:
>> [CMS Services](#) <<
(Please include your Userid ID in the email to us and please write in English)

Please enter your user name and password to login:

Username Password

>> Change Password

Login

VOLVO

Go to “My Business” page and select VVI application:

The screenshot shows a web browser window displaying the Volvo Group Supplier Portal. The browser's address bar shows the URL: http://supplierportal.volvo.com/vsp/ap/en/My_Business/VVI/Pages/VVILanding.aspx. The page title is "VOLVO GROUP SUPPLIER PORTAL". The user is logged in as "Jennifer Varney" and is on the "My Business" page. The "My Business" tab is highlighted in the navigation menu. The main content area displays "Welcome to Viewing Vendor Invoices (VVI)" with an image of Volvo trucks and construction equipment. A sidebar on the left contains a list of applications, with "VVI" highlighted. The main content area provides information about the P2P Web Solution and lists the types of information available on the site.

VOLVO GROUP SUPPLIER PORTAL

Welcome Jennifer Varney


Logout **VOLVO**

Home **My Business** My Performance E-Library News & Events Portal Guide

Volvo Group Supplier Portal > My Business > VVI

Core Mt Sys. (CMS)
WebEDI
Argus
ATLAS
ePS
IDM (Identity Minder)
IDM Learning
Renault Trucks Transport Booking - eLIT
Substance Tracking
User Report System
VVI
WISC

Welcome to Viewing Vendor Invoices (VVI)



The purpose of the Purchase to Pay (P2P) Web Solution is to establish a web based on P2P application for suppliers to Volvo and purchasers within Volvo.

The solution will allow users to access up-to-date and complete P2P information through the web and can be downloaded at your convenience.

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

- Invoice status
- Payment /Check information
- Goods Receipt information
- Debit information

You will be able to download other data such as remittance advice and debit memo copies. Utilizing the web site is the preferred vendor inquiry method. Before you begin to use the web site, please read the instructions regarding how to use this tool posted in the frequently asked questions

Login to VVI Application:

Core Mt Sys. (CMS)
WebEDI
Argus
ATLAS
ePS
IDM (Identity Minder)
IDM Learning
Renault Trucks Transport Booking - eLIT
Substance Tracking
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Welcome to Viewing Vendor Invoices (VVI)

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- Goods Receipt information
- Debit information

You will be able to download other data Utilizing the web site is the preferred ve please read the instructions regarding (FAQ) section. If further help is needed, please contac to Pay.

The VVI application requires you to h problems using Internet Explorer 6.

[Click here to connect to VVI](#)

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

VVI 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:

[VVI presentation](#)

VVI is now available in other languages - Japanese, Portugese, 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](#)

***Application opens in separate window.

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
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Links

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» 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](#)

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:

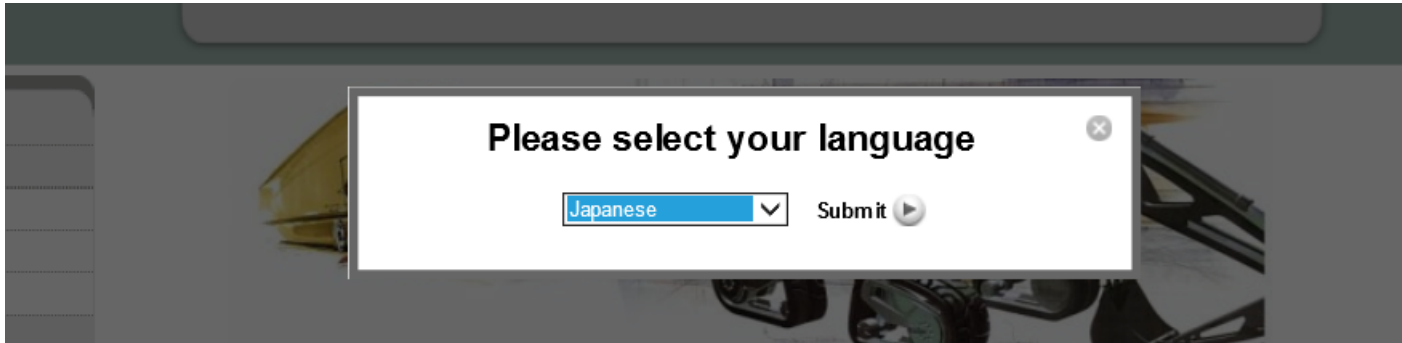
- Invoice status
- Payment / check information
- Debit information
- Remittance advice
- Debit memo copies

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.



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 Japanese, Chinese, Portuguese, French. Coming soon are Thai, Spanish and Russian.

Invoices:

Search
Invoices
Payments



Invoice Status

Vendor Number *	<input type="text" value="184518"/>	Enter vendor number
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

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

Enter your supplier number (Parma number) 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" value="184518"/>	Enter vendor number																																																															
Company Name *	<input type="text" value="VOLVO GROUP NA INC. (US10)"/>	Select company name																																																															
Invoice Date	<input type="text" value="1/1/2012"/> to <input type="text" value="5/1/2012"/>	Enter date range (MD/YYYY) or use calendar																																																															
Invoice Number	<table border="1"><tr><td colspan="7">January, 2012</td></tr><tr><td>Su</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td></tr><tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr><tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr><tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr><tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr><tr><td>29</td><td>30</td><td>31</td><td>1</td><td>2</td><td>3</td><td>4</td></tr><tr><td colspan="7">Today: May 20, 2016</td></tr></table>	January, 2012							Su	Mo	Tu	We	Th	Fr	Sa	25	26	27	28	29	30	31	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: May 20, 2016							Enter Your invoice number or leave blank to view all documents
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Supplier Reference # (* Required)		ASN for self-billed suppliers only																																																															

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 SAP system can show up to 3 years of invoice history.

Invoices:

Invoice Status

Vendor Number *	<input type="text" value="184518"/>	Enter vendor number
Company Name *	<input type="text" value="VOLVO GROUP NA INC. (US10)"/>	Select company name
Invoice Date	<input type="text" value="1/1/2016"/> to <input type="text" value="5/1/2016"/>	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	<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 exactly as it appears on your invoice. No wildcards can be used at this time.
- 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 US and Japan have self-billing.

Invoices:

Invoice Status

Vendor Number *	<input type="text" value="184518"/>	Enter vendor number
Company Name *	<input type="text" value="VOLVO GROUP NA INC. (US10)"/>	Select company name
Invoice Date	<input type="text" value="1/1/2016"/> to <input type="text" value="5/1/2016"/>	Enter date range (MM/DD/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="Paid"/>	Select document category
Supplier Reference #	<input type="text" value="Blocked"/>	ASN for self-billed suppliers only
(* Required)	<input type="text" value="Waiting for Approval"/>	
	<input type="text" value="In Process"/>	
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.

- **All** – includes all the categories described above. This status is set as default.

Invoices:

Invoice Status

Vendor Number *	<input type="text" value="184518"/>	Enter vendor number
Company Name *	<input type="text" value="VOLVO GROUP NA INC. (US10)"/>	Select company name
Invoice Date	<input type="text" value="1/1/2016"/> to <input type="text" value="5/1/2016"/>	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	<input type="text" value="All"/>	Invoice Status
Document Category	<input type="text" value="All"/>	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 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

 Page size: 10 

	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		Document Category	Document Number
	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
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 (M/D/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)

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	

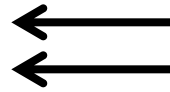
Here are the payment details which can also be exported into excel.

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.

Miscellaneous Information:

Home
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FAQ
Documentation

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.
- This system is read only. You cannot send us information through this tool.
- 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.

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