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 extranet.

If you have problem with your UserID or your Password (e.g. forgotten), please contact us by clicking on the below link:

> CMS Services <=
(Please include your UserID in the email to us and please write in English)

Please enter your user name and password to login:

Username
Password
> Change Password

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

Welcome to Viewing Vendor Invoices (VVI)

The purpose of the Purchase to Pay (P2P) VVI Solution is to establish a web-based P2P application for suppliers to Volvo and purchasing within Volvo.

On this website, you will have the ability to:
- Invoice status
- Payment/Check information
- Goods Receipt information
- Debt information

You will be able to download other data; however, if the website is not preferred, please read the instructions regarding how to use the P2P section for further help. If you have any questions, please contact Volvo.

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

***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.
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.
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

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:

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

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: 184518
- Company Name: VOLVO GROUP NA INC. (US10)
- Invoice Date: 1/1/2016 to 5/1/2016
- Invoice Number
- Invoice Amount
- Invoice Status: All
- Document Category: All
- Supplier Reference #: Required

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
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.
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).
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.
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.

<table>
<thead>
<tr>
<th>Payment Number</th>
<th>Date (M/D/YYYY)</th>
<th>Payment Amount</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>7100331352</td>
<td>5/9/2013</td>
<td>6,940.76</td>
<td>USD</td>
</tr>
<tr>
<td>7100331353</td>
<td>5/9/2013</td>
<td>673.14</td>
<td>USD</td>
</tr>
<tr>
<td>7100331354</td>
<td>5/9/2013</td>
<td>17.76</td>
<td>USD</td>
</tr>
<tr>
<td>7100329543</td>
<td>5/2/2013</td>
<td>130,111.84</td>
<td>USD</td>
</tr>
<tr>
<td>7100329544</td>
<td>5/2/2013</td>
<td>2,670.37</td>
<td>USD</td>
</tr>
<tr>
<td>7100329545</td>
<td>5/2/2013</td>
<td>8,388.89</td>
<td>USD</td>
</tr>
<tr>
<td>7100329546</td>
<td>5/2/2013</td>
<td>31,250.22</td>
<td>USD</td>
</tr>
</tbody>
</table>
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.
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/7 days 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.
- 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.