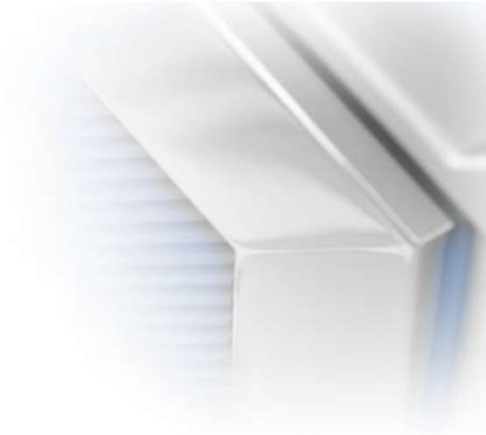


V O L V O

VIEWING VENDOR INVOICES (VVI) USER MANUAL



Viewing Vendor Invoices

Suppliers will be empowered to view the status of the invoices through VVI which is self driven tool. This tools helps to know the payment status of the invoices, remittance information and debit note copies which can be downloaded without any dependency.

In case if supplier need to reach out to Volvo Accounting team for more queries, they can raise an incident through this application.

Log in to Supplier Portal

<https://supplier-portal.volvo.com/login/?id=10&lang=en&market=SE#/login>

V O L V O

Log in to Supplier Portal

To access the portal you must be a Volvo Group supplier with a granted access to the portal. To get access to the portal, please contact your supplier host.

Email or User ID



Password



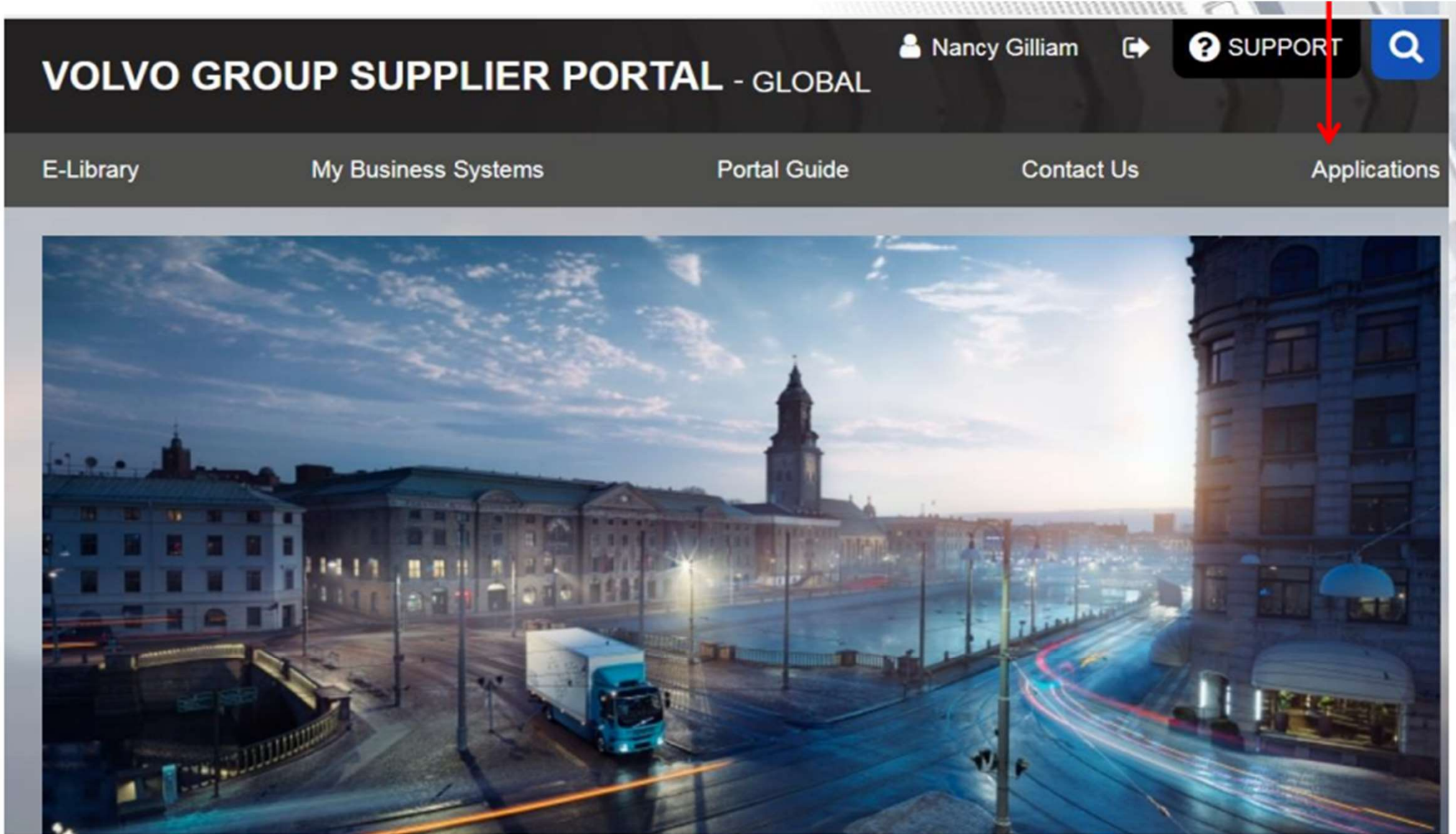
[Forgot your password?](#)

[Portal support](#)

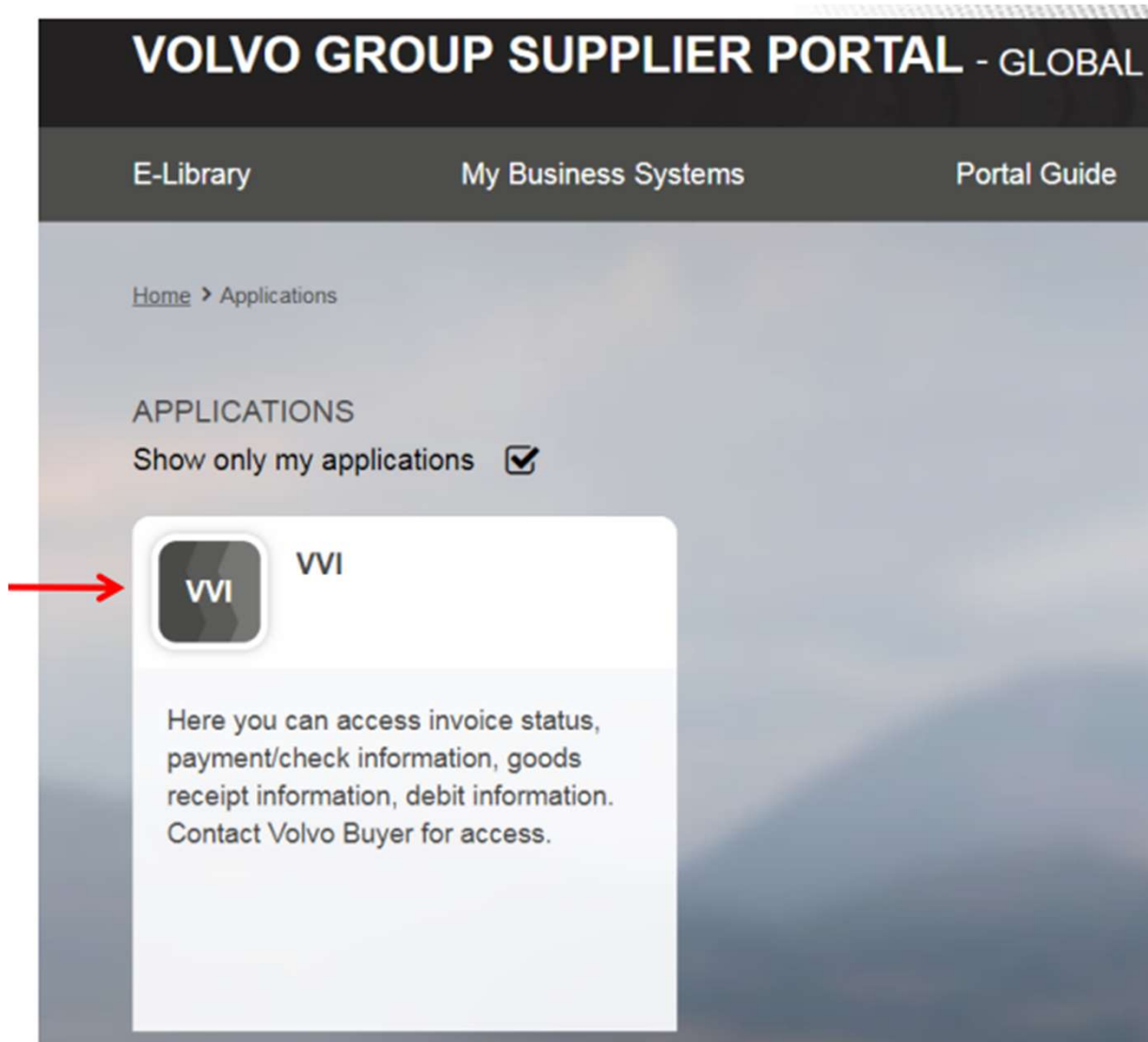
Log in



Click on “Applications” tab



Click on the square icon marked VVI to access the tool



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 main navigation bar includes the following items: Home, My Business (highlighted with a red box), My Performance, E-Library, News & Events, and Portal Guide. Below this bar, the breadcrumb trail reads: "Volvo Group Supplier Portal > My Business > VVI".

The left sidebar contains a list of applications: Core Mt Sys. (CMS), WebEDI, Argus, ATLAS, ePS, IDM (Identity Minder), IDM Learning, Renault Trucks Transport Booking - eLIT, Substance Tracking, User Report System, VVI (highlighted with a red box), and WISC.

The main content area is titled "Welcome to Viewing Vendor Invoices (VVI)" and features an image of Volvo trucks and construction equipment. The text below the image states: "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." It further explains that the solution allows users to access up-to-date and complete P2P information through the web and can be downloaded at their convenience. It lists the types of information retrievable on the site: Invoice status, Payment /Check information, Goods Receipt information, and Debit information. Finally, it notes that users can download other data such as remittance advice and debit memo copies, and that utilizing the web site is the preferred vendor inquiry method, with a reference to frequently asked questions for more instructions.

Login to VVI Application:

*****Application opens in separate window.**

V O L V O

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

Links

[Change Language](#)

[Download Adobe Reader](#)
Click here to download the free Adobe reader application in order to browse PDF documents

Get ADOBE READER

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](#)

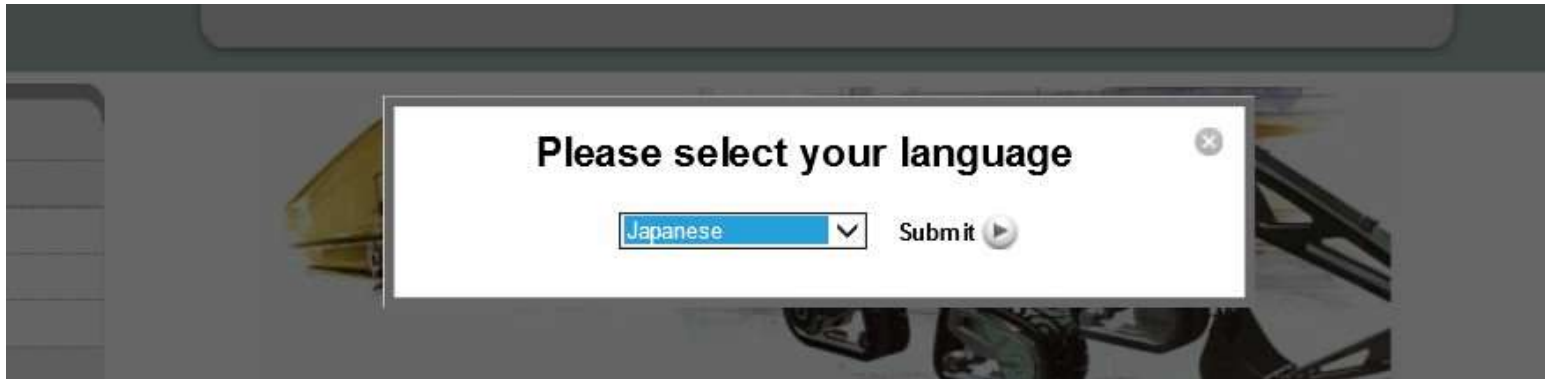
VVI is now available in other languages - Japanese, Portuguese, French and Chinese. Thai and Spanish coming soon. Russian expected in 2017.

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.

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, and German.

Invoices Status

Search

Invoices

Payments



Invoice Status

Vendor Number *	<input type="text" value="184518"/> <input type="button" value="Audit"/>	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 (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)

- 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.

Use the calendar icons to select a date range

Invoice Status

Vendor Number *	184518	Enter vendor number
Company Name *	VOLVO GROUP NA INC. (US10)	Select company name
Invoice Date	1/1/2012 to 5/1/2012	Enter date range (M/D/YYYY) 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)		

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						


Search

Note - The 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.

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 

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.

Invoice Status

Vendor Number * Enter vendor number

Company Name * Select company name

Invoice Date to Enter date range (MM/YYYY) 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.

V O L V O

- **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.



Below 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

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.

Payment status

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 (MD/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

Vendor Number *  Enter vendor number
Company Name * Select company name
Payment Number Enter payment number
Check Number Enter check number
Payment Date  to  Enter payment date range (MM/YYYY) or use calendar
 (* Required) Search 

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 select individually 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.

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

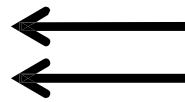
	Invoice Number	Invoice Date	Baseline Date	Document Category	Document Number	Invoice Amount
	114200893	12/23/2012	12/23/2012	Invoice	6300041034	576.55
	114313329	12/30/2012	12/30/2012	Invoice	6300042620	141.92
	105573073	8/21/2011	8/21/2011	Invoice	6300045359	589.39
	115760750	3/24/2013	4/18/2013	Invoice	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
Search
Invoices
Payments
Goods Receipts
FAQ
Documentation



- FAQ (frequently asked questions)
- 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.

<https://www.volvogroup.com/en/suppliers/useful-links-and-documents/purchase-to-pay.html>

- 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