

Guide for UD Trucks VVI



VVI shows supplier financial information!

- Please note:
 - All screen shots shown in this document represent test data
 - Documents showing are not real AR documents for that supplier
 - This document is just to show you how to use VVI and all of its functionality.
- Please use VVI before contacting UD Accounts Payable
- Self billed invoices for Japan are created once per month; on the last day of the month

Thank you!

Viewing Vendor Invoices

This is a tool to allow suppliers to view their account in real time. You can access UD VVI from the supplier portal's applications page. This website will help you 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 your buyer or purchase to pay teams.

Please see the home page for a list of email addresses for purchase to pay teams per country

You must have a username and password to access VVI. See last page for information on how to request a username/password

VIEWING VENDOR INVOICES

Welcome



VVI Login

Type your username and password

username:

password:

Submit 

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 Gilliam Nancy (kinas)



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Contact
In case of problems or questions, please use the link below:

Welcome to Viewing Vendor Invoices

^{new} Welcome to the new UD Truck VVI Website!

This website allows suppliers to view their account with UD Trucks. Please use this website first before contacting us directly. Thank you for your cooperation!

If you are new to this site and need help navigating, please see the FAQ or documentation section on the left hand side to help you.

Need help?

If you cannot find your invoices on this website or need more help, please contact the location your shipment was sent to as follows:

China: Function.UDTCHINA@udtrucks.com

India: Function.function.financeindiaap@udtrucks.com

Japan: api.CG-P2P@udtrucks.com

Singapore: Group.APUOTS@udtrucks.com

South Africa: adm.creditors.za@udtrucks.co.za

Thailand: Adm.gbsapthailand@volvo.com

Due to the transition of UD trucks from Volvo ownership to Isuzu ownership, we have new websites and links for our UD suppliers to use. This is the home page for the new UD version of VVI. Your open receivables as of April 1st will show here plus any new invoices for future shipments to UD locations.

All invoices previously paid by Volvo on UD's behalf will not show on this website. If you need help with an older invoice, you must contact the accounts payable department for the country you shipped to. (Please see email list on the left) You will not be able to see your history on Volvo's VVI website since we have removed these locations to reduce confusion as to when you will be paid.

If you still do business with other Volvo entities, you will need to use the Volvo VVI website to view your receivables.

Thank you for your patience during this transition!

Select the language you would like and click on submit.



Whatever language you choose, it will stay that way every time you log in until you change it again. We currently have Chinese, Japanese, Thai, and English languages available.

Invoices:

Search
Invoices
Payments
Indirect PO Search



Invoice Status

Vendor Number *	<input type="text"/>	Enter vendor number
Country *	<input type="text"/>	Select country name
Company Name *	<input type="text"/>	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"/>	Invoice Status
Document Category	<input type="text"/>	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, select the country that you are billing, and select the appropriate company code from the drop down list; then click search. These are the only fields required to do a search.

Note: 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"/>	Enter vendor number																																																															
Country *	<input type="text"/>	Select country name																																																															
Company Name *	<input type="text"/>	Select company name																																																															
Invoice Date	<input type="text"/> to <input type="text"/>	Enter date range (M/D/YYYY) or use calendar																																																															
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Supplier Reference # (* Required)		ASN for self-billed suppliers only																																																															
Search ▶																																																																	

Please note that you will see open invoices from April 1st 2021 forward and all payments made after April 1st 2021 on this website. If no date range is selected, the system defaults to the last 12 months.

Invoices:

Invoice Status

Vendor Number *	<input type="text"/>	Enter vendor number
Country *	<input type="text"/>	Select country name
Company Name *	<input type="text"/>	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"/>	Invoice Status
Document Category	<input type="text"/>	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 has self-billing

Invoices:

Invoice Status

Vendor Number *

Country *

Company Name *

Invoice Date to

Invoice Number

Invoice Amount

Invoice Status

Document Category

Supplier Reference #

(* Required)

Enter vendor number

Select country name

Select company name

Enter date range (M/D/YYYY) or use calendar

Enter Your invoice number or leave blank to view all documents

Enter invoice amount or leave blank to view all documents

Invoice Status

Select document category

ASN for self-billed suppliers only

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. 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) - Price and/or quantity. Please contact your buyer for pricing issues.

Note: If the invoice is blocked and overdue (see Estimated Due Date) contact your appropriate UD 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 Accounts Payable department 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.

Invoices:

Invoice Status

Vendor Number *	<input type="text"/>	Enter vendor number
Country *	<input type="text"/>	Select country name
Company Name *	<input type="text"/>	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"/>	Invoice Status
Document Category	<input type="text"/>	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 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:

Vendor Name: Fuji Material Co.,LTD Vendor Number: 797460
Company Name: UD Trucks Corp Company Code: JP40

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	Invoice Number	Supplier Reference #	Invoice Date (M/D/YYYY)	Invoice Amount	Currency	Invoice Status	<input type="checkbox"/>	Payment Number	Payment Date (M/D/YYYY)
3	WFT2	210115 WFT2	1/13/2021	5,500.00	JPY	Blocked	<input type="checkbox"/>		
	WFT1	210115 WFT1	1/13/2021	110.00	JPY	Blocked	<input type="checkbox"/>		
	T12	210208 T12	2/3/2021	100,000,000.00	JPY	Blocked	<input type="checkbox"/>		
	T11	210208 T11	2/3/2021	100,000.00	JPY	Blocked	<input type="checkbox"/>		
	T1	210208 T1	2/3/2021	20,480.00	JPY	Blocked	<input type="checkbox"/>		
	797460-201016	797460	10/16/2020	660.00	JPY	Free for Payment	<input type="checkbox"/>		
	797460-201014-02	797460	10/14/2020	660.00	JPY	Free for Payment	<input type="checkbox"/>		
	797460-201014-01	797460	10/14/2020	660.00	JPY	Free for Payment	<input type="checkbox"/>		
	797460-201014	797460	10/14/2020	660.00	JPY	Free for Payment	<input type="checkbox"/>		
	5107077546	201031 5107077546	10/31/2020	15,907,963.00	JPY	Free for Payment	<input type="checkbox"/>		

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Once you have made your selections and clicked on the search button, the invoices will appear.

1. Notice the scroll bar towards the bottom of the page. You can use this to scroll right or left to view more information
2. All of the information on the screen (all pages) can be exported to excel by clicking on the green XLS icon.
3. To see the invoice details, click the magnifying glass. The magnifying glass may not appear for all company codes and invoices.
4. Invoice number is the number sent to us from the supplier unless you are self billed. For self-billed suppliers, the invoice number is created by our system. The supplier reference # is the ASN number for self-billed suppliers. This will assist you in matching our invoices to yours.

Payments:

Search
Invoices
Payments ←
Indirect PO Search

Vendor Number *	<input type="text"/>	<input type="button" value=""/>	Enter vendor number
Country *	<input type="text"/>	▼	Select country name
Company Name *	<input type="text"/>	▼	Select company name
Payment Number	<input type="text"/>		Enter payment number
Payment Date	<input type="text"/>	📅 to <input type="text"/>	Enter payment date range (M/D/YYYY) or use calendar
(* Required)			
			Search <input type="button" value="▶"/>

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

Enter your supplier number, select the country that you are billing, and select the appropriate company code from the drop down list; then click search. These are the only fields required to do a search.

Payments:

Vendor Number *	<input type="text"/>	<input type="button" value=""/>	Enter vendor number
Country *	<input type="text"/>	▼	Select country name
Company Name *	<input type="text"/>	▼	Select company name
Payment Number	<input type="text"/>		Enter payment number
Payment Date	<input type="text"/>	to <input type="text"/>	Enter payment date range (M/D/YYYY) or use calendar
(* Required)			
			Search <input type="button" value="▶"/>

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.
- **Payment Date** – This is the date the payment should be valued or in the supplier's account. Normally this is a Thursday date.

Payments:

Payments

Vendor Name: S.Chaoenwat Co. Ltd. Vendor Number: 983314
Company Name: Thai-Swedish Assem Co Ltd Company Code: TH08

Payments

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	Payment Number	Date	Date (M/D/YYYY)	Currency	<input type="checkbox"/>
	71000029	12/9/2020	500.00	THB	<input type="checkbox"/>

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 to export to excel  from the details page.

If you want to view more than one remittance at once, click in the box to select them; then click export to excel

Want to see all of them? Click in the box next to currency, then click export to excel

Payments:

Remittance Advice

Vendor Number: 983314 Vendor Name: S.Charoenwat Co. Ltd. Payment Amount: 500.00
Payment Number: 710000029 Payment Date: 12/9/2020 Currency: THB
Payment Method: Payment

Invoices

[Download ERS Remittance](#) 

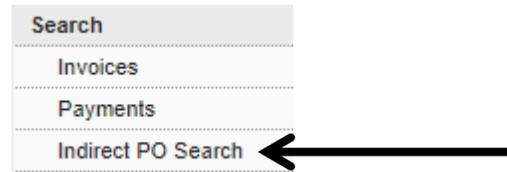
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	Invoice Number	Supplier Reference #	Invoice Date	Baseline Date	Document Category	Document Number	Invoice Amount	<input type="checkbox"/>
	TEST0001	20201203	12/1/2020	12/1/2020	Invoice	6300000023	500.00	<input type="checkbox"/>

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.

Purchase Orders:



Purchase Orders

Vendor Number *	<input type="text"/>	<input type="button" value=""/>	Enter vendor number
Country *	<input type="text"/>	▼	Select country name
Company Name *	<input type="text"/>	▼	Select company name
Purchase Order *	<input type="text"/>		Enter purchase order number
(* Required)			
			Search <input type="button" value="▶"/>
Note : This search will only work for indirect POs such as EBD. Purchase orders for production materials cannot be found in this search yet.			

Select Indirect PO Search on the left hand side of the home page.

Enter your supplier number, select the country that you are billing, select the appropriate company code from the drop down list and enter our PO number; then click search.

Note that this feature is only active for non-production purchase orders.

Purchase Orders:

Vendor Name: Maskinmekano i Hovslätt AB Vendor Number: 113 Buyer Name:
Company Name: UD Trucks Corp Company Code: JP40 Buyer Email-ID:
Purchase Order: 13812-INV Requestor Name: Requestor Email-ID:

Purchase Order

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	Line	Part Number	Description	Quantity Received	UoM	SAP Purchase Order
	1	72	Test 123	16.000	PC	4500001288

Click on the magnifying glass to view more details.

Purchase Orders:

This will show you the goods receipts for this order as well as the invoices matched against it.

Purchase Order Line Details

Vendor Name: Maskinmekano i Hovslätt AB	Vendor Number: 113	PO Line: 1
Company Name: UD Trucks Corp	Company Code: JP40	Quantity Received: 16.000
Purchase Order: 13812-INV	PO Date: 2/22/2021	UoM: PC
SAP PO Number: 4500001288	Part Number: 72	

Goods Receipts

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	Document Number	Receipt Date	Delivery Note	Quantity Received	UoM
	5000000094	2/22/2021	152	16.000	PC

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Invoices

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	Invoice Number	Invoice Date	Quantity Received	UoM	Price	Currency	Document Number
	EBD SITINV1_TEST	2/22/2021	16.000	PC	1,600.00	JPY	5105600650
	EBD SITINV1	2/22/2021	16.000	PC	1,600.00	JPY	5105600584

Please use our FAQ (Frequently Asked Questions) or Documentation sections to help you use the tool more efficiently.

You can click on anything underlined in blue to see more information.

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Frequently Asked Questions

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10. [Why isn't my purchase order on the website?](#)

Why isn't my invoice on the website?

Your invoice may not be in the system for several reasons:

- **Wrong company:** double check if you have selected the correct UD company name in a drop down list available in the portal and if it is the same as stated in the invoice.
- **Wrong supplier number:** check if your company has several supplier numbers.
- **Time limit/Date range:** if you don't specify any date range in your search the portal will display as default invoices dated up to one year backwards. To find older invoices specify date range within a maximum period of one year
- **Incorrect search criteria.** Suggested procedure to follow in VVI is:

Miscellaneous Information:

- You must have one user ID and password per supplier number.
- If a new UD 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.
- 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.
- Anything underlined in blue can be clicked on for additional information.
- This system is read only, the information showing can not be edited or changed from VVI.

How can I request access?

- Suppliers can either email payables or contact their buyer. There is an internal form they must use to request your access. Please provide the Parma# you want access to and your contact information such as name, email address and phone #.
- Employees can request access through FAROS. Please use: Business applications and search for UD 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