



Valeo WebEDI OBP 3.3 Training document

Invoicing

WebEDI: Thomas Gries

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Historic:

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1 Process Invoice

With the Valeo WebEDI version it is possible to create an invoice based on the shipments from WebEDI. This function is only possible, if you make also shipments with WebEDI. It is not necessary, if you get your payment, based on a selfbilling credit note of Valeo. Those credit notes can be displayed on the menu point *credit notes*.

1.1 Example – Creating an invoice

Please click in the menu on the business process delivery and transport data. You will see all the shipments, you have made.

Sent shipments sorted by delivery date							Open shipments	Entry count: 4
Plant	Unloading point	Delivery date within	Shipping number	Delivery note number	Edit date	Invoice No.		
BND1 Valeo Wischersysteme GmbH	WMUT1	May 11, 2007 12:00 AM	64	58	May 11, 2007 4:28 PM			
BND1 Valeo Wischersysteme GmbH	WMUT1	May 11, 2007 12:00 AM	62	TOTO1	May 11, 2007 4:27 PM			
BND1 Valeo Wischersysteme GmbH	WMUT1	May 11, 2007 12:00 AM	63	55	May 11, 2007 4:28 PM			
BND1 Valeo Wischersysteme GmbH	WMUT1	May 7, 2007 12:00 AM	46	54	May 3, 2007 5:21 PM	QWQ232		

On this screen are 4 shipments send to Valeo. Only for the shipment with the number 46 the invoice is created with the invoice number qwq232. To create an invoice, you have to click on the icon on the right side of the screen.

Now we will create an invoice for the shipment no. 64. After a click on the icon you will get following screen:

Delivery and transport data > Invoice for Plant: BND1 Valeo Wischersysteme GmbH / WMUT1											
Invoice number:		Invoice Date: 05/11/2007		Shipping No.: 64		Shipping date: 05/11/2007					
Supplier		Contractor		Items		Totals					
Items											Entry count: 1
Delivery note no.: 58 dated: May 11, 2007											
Item	Item no. customer	Article name	Quantity	Qty U.	Price unit	Net amount	Allow. /charge	Amount VAT	Amount	Country of origin	<input checked="" type="checkbox"/>
	Item no. supplier	Purchase order no./Item	Unit price							Net weight	WE Val.
<input checked="" type="checkbox"/>	1	471-650-99-99	GEHAEUSE G ZUS	100	Each	0.00	0.00	0.0000	0.0000		<input checked="" type="checkbox"/>
		5500003531 / 00010									<input checked="" type="checkbox"/>

You have to fill up the mandatory information like Invoice no., unit price, price unit and vat rate. All, instead of the invoice number, you have to fill up only once for each part.

Invoice number: Invoice Date: Shipping No.: Shipping date:

Supplier Contractor **Items** Totals

Items Entry count: 1

Delivery note no.: 58 dated: May 11, 2007

Item	Item no. customer	Article name	Quantity	Qty U.	Price unit	Net amount	Allow. /charge	VAT in %	Amount VAT	Amount	Country of origin	WE	Val.
<input checked="" type="checkbox"/>	1	471-650-99-99	GEHAEUSE G ZUS	100	Each	17.05	0.00	19.00	3.2395	20.2895			<input checked="" type="checkbox"/>
			5500003531 / 00010	17.05	100	17.05	0.00	3.2395	20.2895				<input checked="" type="checkbox"/>

Now you have to click on the register map supplier to fill up the address data. You have the possibility to have a different payee address. Even if not, you have to fill up the address data.

Supplier Contractor **Items** Totals

Supplier

Supplier

Name: Contact person: Phone:

Street, No.: Department:

Postal code: E-mail:

City:

Region:

Country: Supplier number: VAT ID:

Tax number:

Payee

Name: Contact person:

Street, No.: Department:

Postal code: E-mail:

City: Partner number: VAT ID:

Region:

Country:

Now you have to click on the register map contractor (customer data) to fill up the address data. The invoice recipient address can be different from the consignee or buyer. Even if not, you have to fill up the address data.

Supplier Contractor Items Totals

Customer

Consignee

Name: Valeo Wischersysteme GmbH
 Werk Bietigheim Wischer
 Street, No.: Poststraße 10
 Postal code: 74321
 City: Bietigheim-Bissingen
 Region:
 Country: Germany

Contact person: UNKNOWN
 Department:
 E-mail:
 Plant number: BN01
 Phone: 07142 73-0
 Fax: 07142 73-2750
 VAT ID:

Buyer

Name: Valeo
 Street, No.: 43, rue Bayen
 Postal code: 75848
 City: Paris Cedex 17
 Region:
 Country: France

Contact person: 馬場 MRP
 Department:
 E-mail: ewa.steczowska@valeo.com
 Customer number: 31830
 Phone: 0485 39 3783
 Fax: 0048 12 277 10 50
 VAT ID: 0047000905

Invoice recipient

Name: VALEO WISCHERSYSTEME GMBH
 Street, No.: Poststraße 10
 Postal code: 74321
 City: Bietigheim-Bissingen
 Region:
 Country: Germany

Contact person:
 Department:
 E-mail:
 Invoice recipient no.: 31830
 Phone:
 Fax:
 VAT ID: DE812605121

The Invoice recipient number is the customer number of Valeo created from the supplier. This is an really important information for Valeo.

Now click on the register map Totals and complete.

Supplier Contractor Items Totals

Totals

Currency: EUR
 Payment due date: 05/25/2007

General information

Earned value/ value of goods: 17.05
 Allowances/charges: 0.00
 Amount w. surch./disc.: 17.05
 Discount: 0.00
 Net amount: 17.05
 VAT amount: 3.24
 Total amount: 20.29

Legal text VAT:
 Discount text:
 Legal text REG:

Sum of items	Rebate in %	Rebate amount	Net amount	VAT in %	Amount VAT
17.05		0.00	17.05	19.00	3.24

Check the data. If you have to change something you can go back.

Invoice recipient

Name:	VALEO WISCHERSYSTEME GMBH	Contact person:	Phone:
Street, No.:	Poststraße 10	Department:	Fac:
Postal code:	74321	E-mail:	
City:	Bietigheim-Bissingen	Invoice recipient no.:	31830
Region:		VAT ID:	DE812605121
Country:	Germany		

Items [Customer](#) [Supplier](#) [Totals](#) Entry count: 1

Delivery note no.: 58 dated: May 11, 2007

Item	Item no. customer	Article name	Quantity	Qty U.	Unit price	Price unit	Net amount	Allow. /charge	VAT in %	Amount VAT	Amount	Country of origin	Net weight	WE
1	471-650-99-99	GEHAEUSE G ZUS	100	Each	17.05	100	17.05	0.00	19.00	3.2395	20.2895			
		5500003531 / 00010												

Totals [Supplier](#) [Customer](#) [Items](#)

Currency:	EUR	General information:	
Payment due date:	05/25/2007		

Earned value/ value of goods:	17.05	Legal text VAT:	
Allowances/charges:	0.00	Discount text:	
Amount w. surch./disc.:	17.05	Legal text REG:	
Discount:	0.00		
Net amount:	17.05		
VAT amount:	3.24		
Total amount:	20.29		

Sum of items	Rebate in %	Rebate amount	Net amount	VAT in %	Amount VAT
17.05		0.00	17.05	19.00	3.24

Back Send Invoice Print

If not, please print the invoice and click on the icon send. An electronic file will be send to Valeo. The print out should be also send via post to Valeo.

1.2 Display status of Invoices

If you choose in the main menu the process Invoices you will get the following screen.

New Invoices

Entry count: 2

Plant	Unloading point	Delivery date within	Shipping number
< All >	< All >	< All >	
BN01 Valeo Wischersysteme GmbH	WMUT1	May 11, 2007 12:00 AM	63
BN01 Valeo Wischersysteme GmbH	WMUT1	May 11, 2007 12:00 AM	62

Open invoices

Entry count: 1

Plant	Unloading point	Delivery date within	Shipping number	Invoice date within	Invoice number
< All >	< All >	< All >		< All >	
BN01 Valeo Wischersysteme GmbH	WMUT1	May 11, 2007 12:00 AM	64	May 11, 2007	QWQ233

Completed Invoices

Entry count: 1

Plant	Unloading point	Delivery date within	Shipping number	Invoice date within	Invoice number
< All >	< All >	< All >		< All >	
BN01 Valeo Wischersysteme GmbH	WMUT1	May 7, 2007 12:00 AM	46	May 10, 2007	QWQ232

New Invoices = Invoices to create for shipments done in WebEDI. By choosing one entry the Invoice could be created like described in the chapter before

Open Invoices = Invoices created but not yet send to Valeo. Those entries could be changed before they are send to Valeo

Completed Invoices = Invoices completed and send to Valeo, only display is possible for this data