Supplier Center

Userguide

Version 9

Content

Introduction

Welcome to Proceedo Supplier Center! This User's Guide shows you which provider the possibilities that exist with this portal and how you should go about getting started with the use of our solution. For you as a supplier, it is completely free to use Proceedo Supplier Center.

Testlogin to Supplier Center

If you want to see how it works in practice, you can log on to our "Demo Supplier"
There are already orders and past invoices to test with.
https://www.proceedo.net/suppliercenter/
login: demosupplierse
Password: justdoit

Invoice

Proceedo is happy that you as a supplier have chosen to send electronic invoices to one or more of your customers via Proceedo Supplier Center. This chapter describes how you should go about getting started with the use of our solution.

Proceedo work with Internet-based solutions that enable electronic invoicing for companies and organizations connected to Proceedo Market ™. For you as a supplier, it is completely free to use web invoice via Proceedo Supplier Center.

With web invoice via Proceedo Supplier Center there are three ways to create a debit invoice and one way to create a credit note:

- **Create invoice from earlier invoice**
- **Create invoice from order**
- **Create invoice from empty template**
- **Create credit invoice**

All invoice information transmitted through Proceedo Supplier Center is encrypted using SSL / HTTPS.

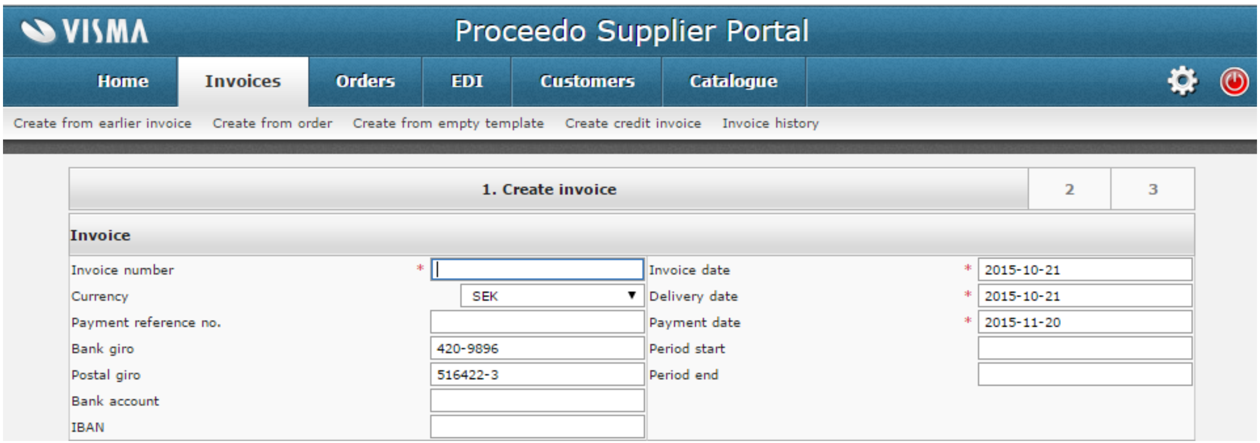
Invoice information

The invoices that are created in Proceedo Supplier Center consist of billing information, customer information, vendor information, line information, total tax and total amount. Some of the information is based on previously entered data and thus is pre filled but possible to change if not correct.

Under Settings >>Addresses and e-invoice, you can change / add information concerning your address and payment information. (See section “Settings” page 14)

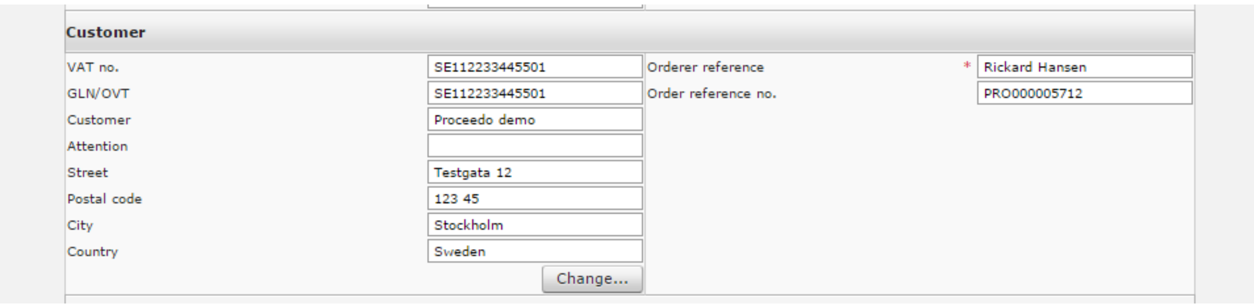
The invoice information consists of:

- Invoice Number - In this field you enter your invoice number.
- Currency - This field contains the currency in which the invoice is sent.
- Payment Reference No - In this field you enter an OCR number if one exists.
- Bank giro - This field indicates your bank giro nr.
- Postal giro - This field indicates your postal giro nr.
- Bank account - This field indicates your bank account nr.
- IBAN - This field indicates your IBAN number.
- Invoice Date – In this field the invoice date is generated.
- Delivery Date - The date the goods left you as a supplier alternatively when the service was performed.
- Payment Date - This field contains the invoice due date.
- Period Start - This field indicates period start date
- Period end - This field indicates period end date



The customer information consists of:

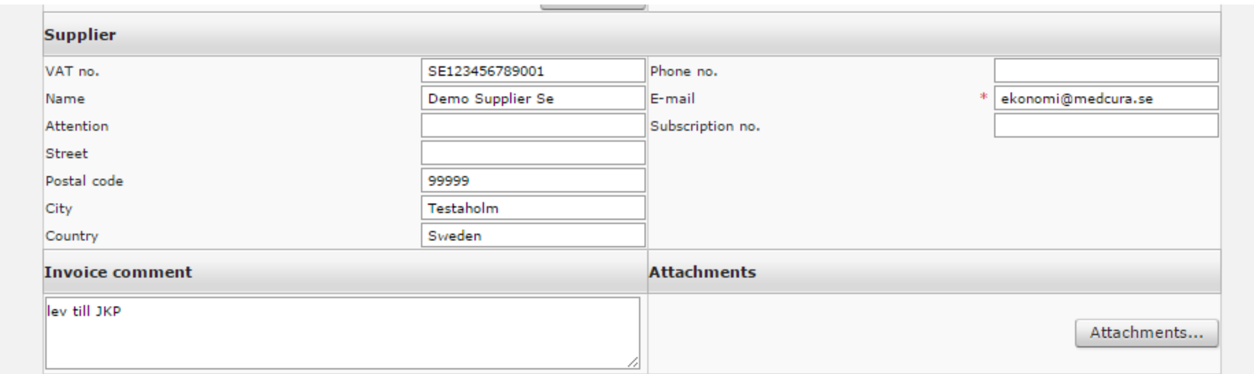
- VAT No - In this field, the customer's VAT number is stated.
- GLN / OVT – The customers GLN / OVT numbers.
- Customer - This box contains the customer's name.
- Address Information: The customers address data: Attention, Street, Postal Code, City, Country.
- Orderer Reference - This field indicates which user at the customer who placed the order.
- Order Reference Number - This field contains the customer purchase order number.



Supplier information consists of:

- VAT Number - Your VAT number.
- Name – Your company name.
- Address Information - Your address data: Attention, Street, Postal Code, City, Country.
- Phone no - Your phonenumber for the customer to be able to contact you regarding the relevant invoice.
- E-mail - Your e-mail address for the customer to be able to contact you regarding the relevant invoice.
- Subscription no. - If the invoice should match a customer subscription.

- Invoice Comment - In this field you can enter additional information to the customer
- Attachments - If attachments are to be sent with the invoice.



Line information comprises:

- Prod no - The first column lists the current article no, which is on the order. In some cases, this is only a series of numbers or text. It's important that it says the same thing on the order and the invoice for invoices to be matched properly with the order. For invoice lines with no connected order, such as the indication of other charges, freight costs etc. you agree with the customer what Prod no to use.
- Description - The second column lists the product name. If the order originates from a form-order, the name of the form is shown here.
- Quantity - Specifies the quantity.
- Price/quantity, unit - Shows the price per quantity and the ordered unit.
- VAT - The proposed tax rate. Proceedo propose 25% as default as this is the most common tax rate. You can change the amount of VAT as required by typing directly in the column field. Note that according to Swedish law, it is you who is the issuer of the invoice that is responsible for entering the correct VAT.
- Amount – The total amount of specified quantity and unit excluding VAT.

Lines

*Prod.no.	*Description	*Quantity	*Price / quantity, unit			*VAT(%)	Amount
21312	testtest	1,00	444,00 /	1,00	ST	25,00	444,00
		0,00	0,00 /	1,00	PCE		0,00
		0,00	0,00 /	1,00	PCE		0,00
		0,00	0,00 /	1,00	PCE		0,00

Tax Total and **total** consists of:

- Taxable amount - A summary of the amount column, showing the total amount of the taxable subjects.
- VAT rate - The VAT rate /VAT rates specified in the VAT column.
- VAT - The VAT generated from the VAT taxable amount.
- Shipping excl. VAT - If freight cost is added to the invoice, enter the amount without VAT.
- Shipping VAT(%) - The VAT rate of the freight.
- Total excl.VAT - The invoice total amount, excluding VAT.
- Total VAT - The invoice VAT total amount.
- Round off amount - If rounding is applied, enter the amount in this box and click "Update". Do not forget the minus sign before the amount if rounding down.
- Total - The invoice's total amount.

Tax total

Taxable amount	VAT rate	VAT
444,00	25,00%	111,00

Total

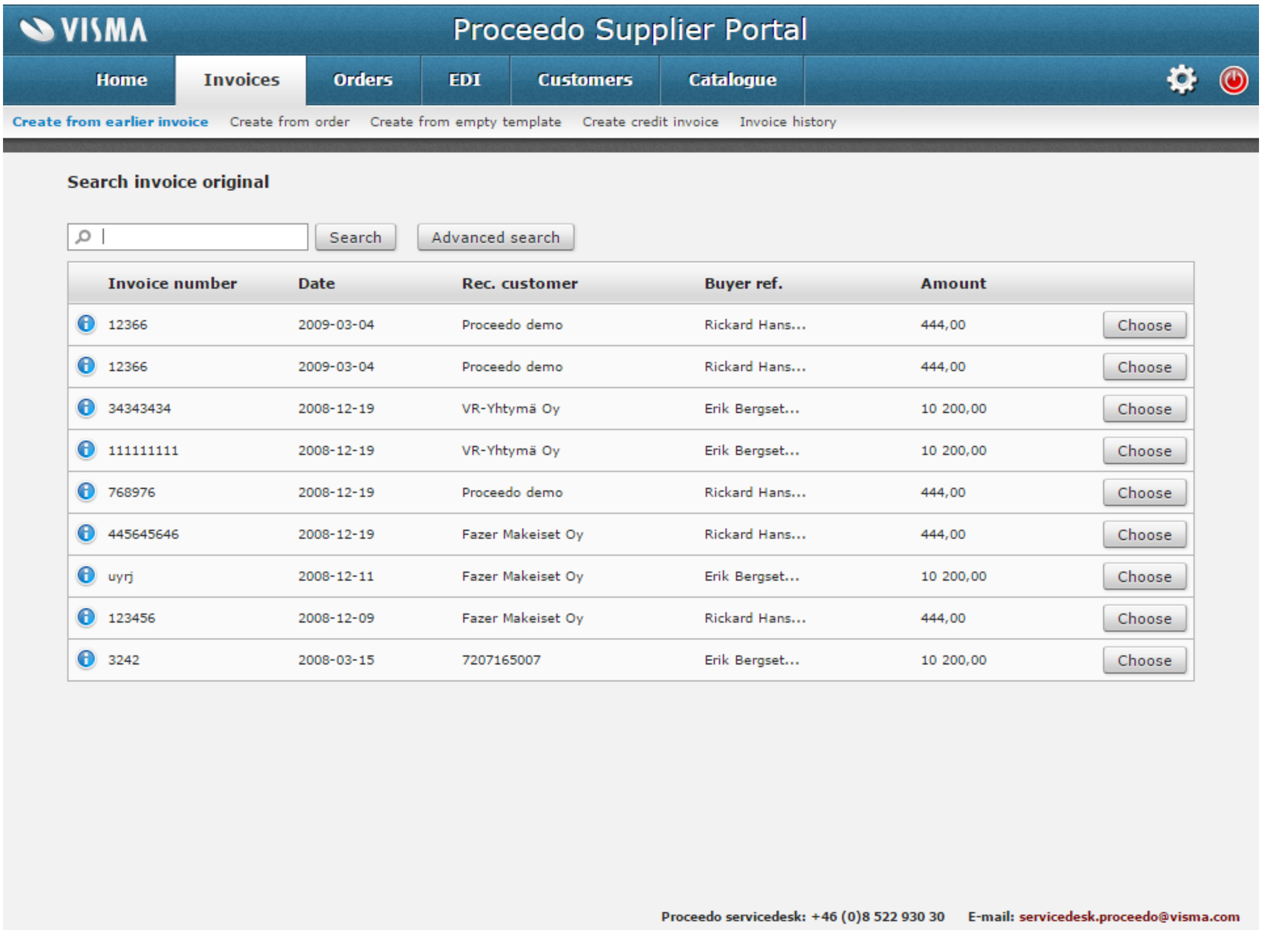
Shipping excl. VAT	
Shipping VAT (%)	
Total excl. VAT	444,00
Total VAT	111,00
Round off amount	0,00
Total (SEK)	555,00

Create Invoice

1. Select an invoice template

After logging in, click on "Invoices" and the first step is to choose the type of invoice you want to create.

- **Create invoice from earlier invoice**
- **Create invoice from order**
- **Create invoice from empty template**
- **Create credit invoice**



2. Search invoice/order or select invoice recipients

The next step is to search the current invoice / order, or choose the current invoice recipient. The choices differ depending on the invoice template you chose in step 1.

- Search invoice original
- Search order original
- Search invoice recipient

3. Create invoice

In the next step an invoice proposal has been generated. The invoice is divided into main information and line information. For a detailed description of the various fields, see Chapter: Invoice Information.

The creation of an invoice based on an earlier invoice includes the following steps:

1. Enter the invoice number.
2. Check / Change Invoice Date, Delivery Date and Payment Date.
3. Check / change the name of the orderer reference.
4. Check / change the customer's order reference number if available.
5. Check / change the line information.
6. Make sure the information is correct in the other fields.

The creation of an invoice based on a purchase order includes the following steps:

1. Enter the invoice number.
2. Make sure the information is correct in the other fields.

The creation of an invoice on the basis of an empty template includes the following steps:

1. Choose supplier
2. Enter the invoice number.
3. Enter the name of the orderer reference.
3. State the customer's order reference number if available.
4. Enter Prod. no, Description, Quantity, Price/Quantity and Unit, VAT.
5. Make sure the information is correct in the other fields.

The creation of a credit note contains the following steps:

1. Choose supplier
2. Enter the invoice number.
3. Enter the OCR number if available.
4. Enter the invoice number of the invoice to be credited under Invoice reference nr. **Very important!**
5. Enter the name of the orderer reference.
6. Enter Prod. no, Description, Quantity, Price/Quantity and Unit, VAT.
6. Make sure the information is correct in the other fields.

If the row information is generated from the purchase order in Proceedo you have the possibility to change existing rows. For example, change the ordered quantity in a partial invoicing. You can also remove the lines or add lines by filling in the appropriate fields. If you make changes, you should click on the "Update" button before you click on "Create" button to see the accurate summation.

Once the information is completed and verified, click on "Create". The fields are checked automatically and if information is missing, an error message appears.

4. Send Invoice

When the invoice is created and you have verified it, the next step is to click on the "Send" button. Then the invoice is sent electronically and encrypted (SSL / HTTPS) to the client by Proceedo.

5. Print and Save invoices

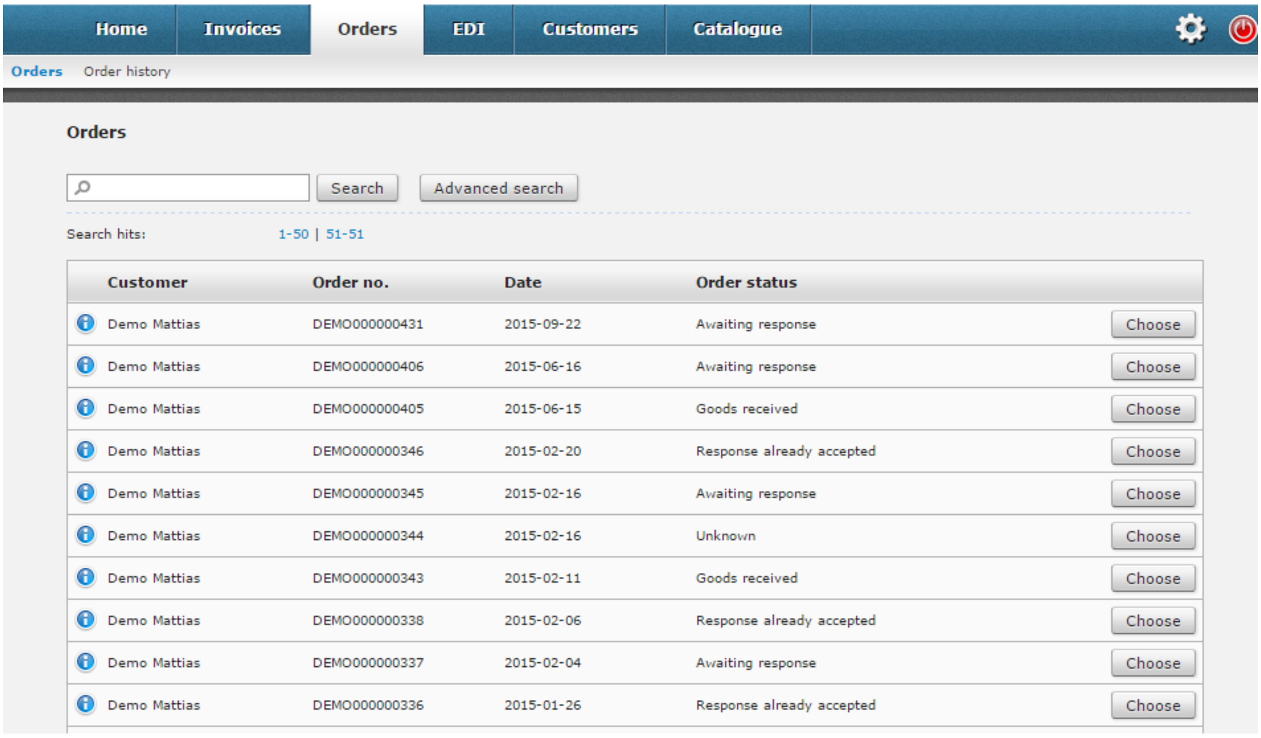
Under “Invoice History” you can see your created invoices. You can print the invoice on paper to archive it, or save the invoice in HTML format by clicking on "Save" and then select the desired folder.

Order

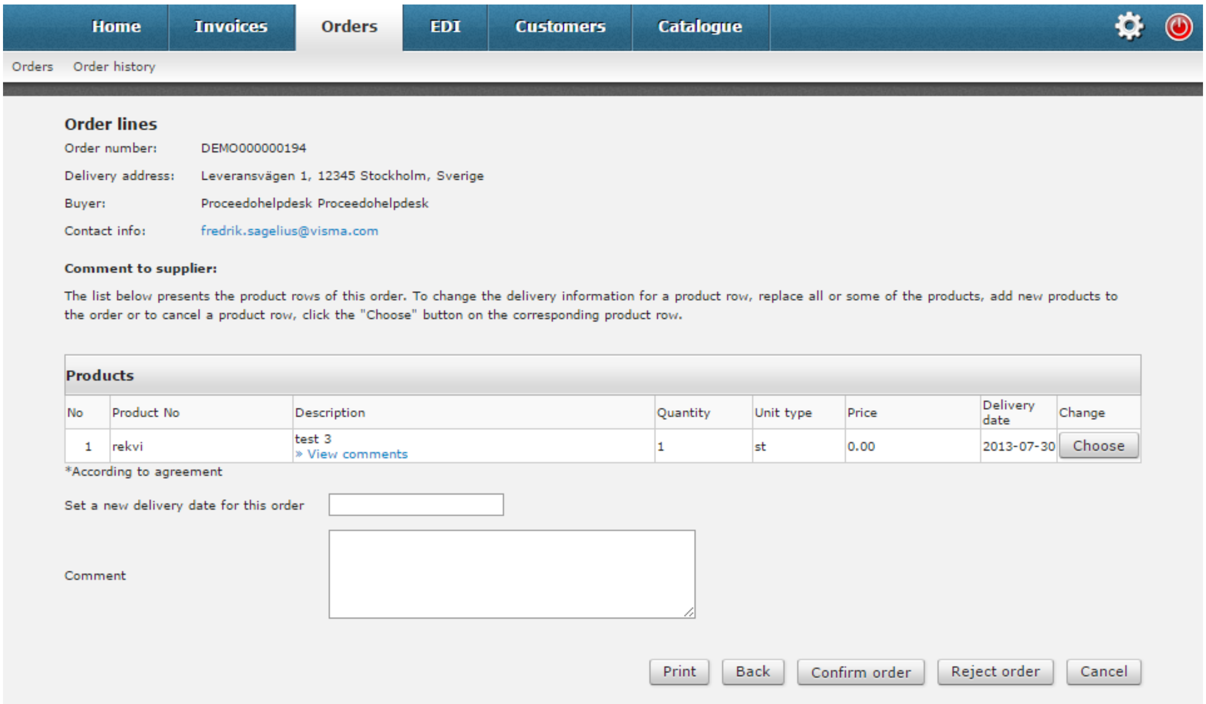
If you as a supplier does not support integrated order confirmation, you can confirm the order from the Supplier Center.

Confirm order

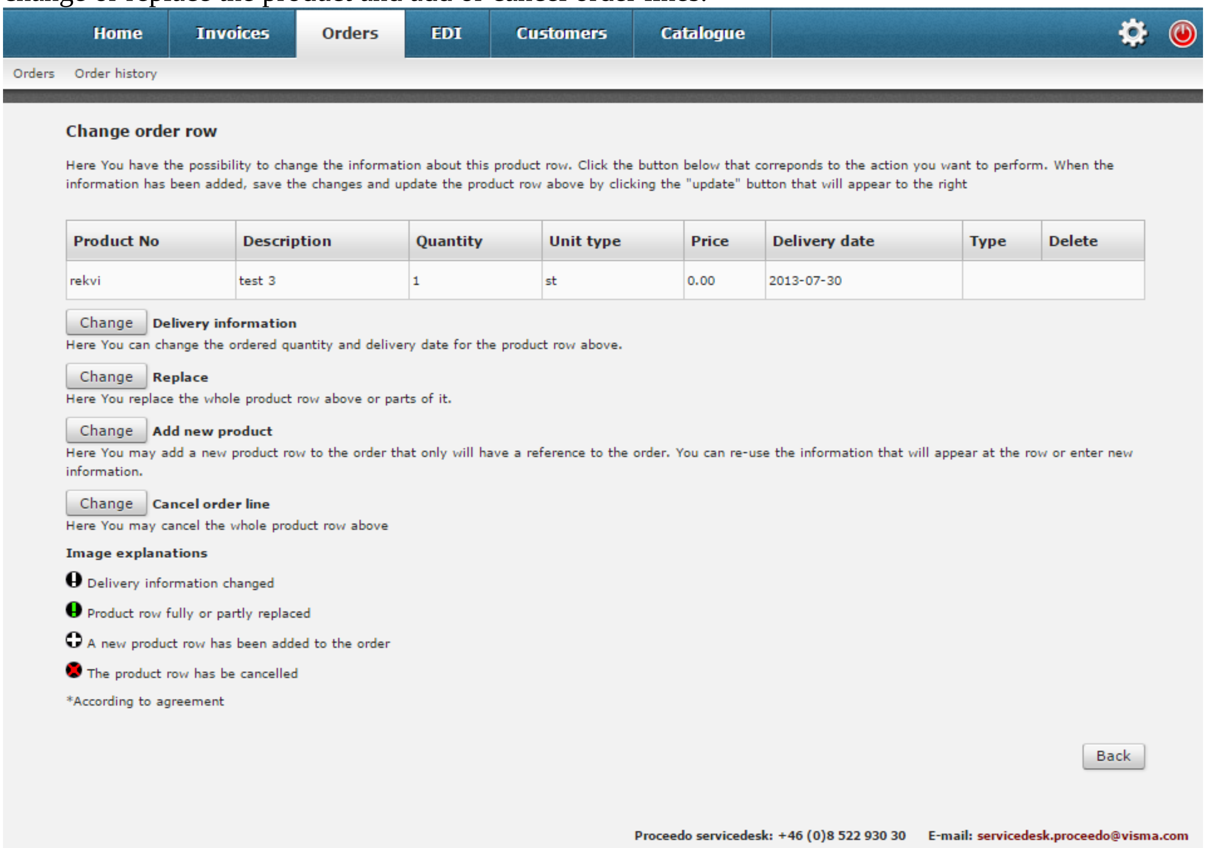
1. Log in to the Supplier Center with the username and password that you received separately from Visma Proceedo.
2. Select ”Order”
3. Locate the current order and select it.



4. Now you as a supplier can confirm or reject the order.



5. If you click choose on an order line you can change delivery information, change or replace the product and add or cancel order lines.



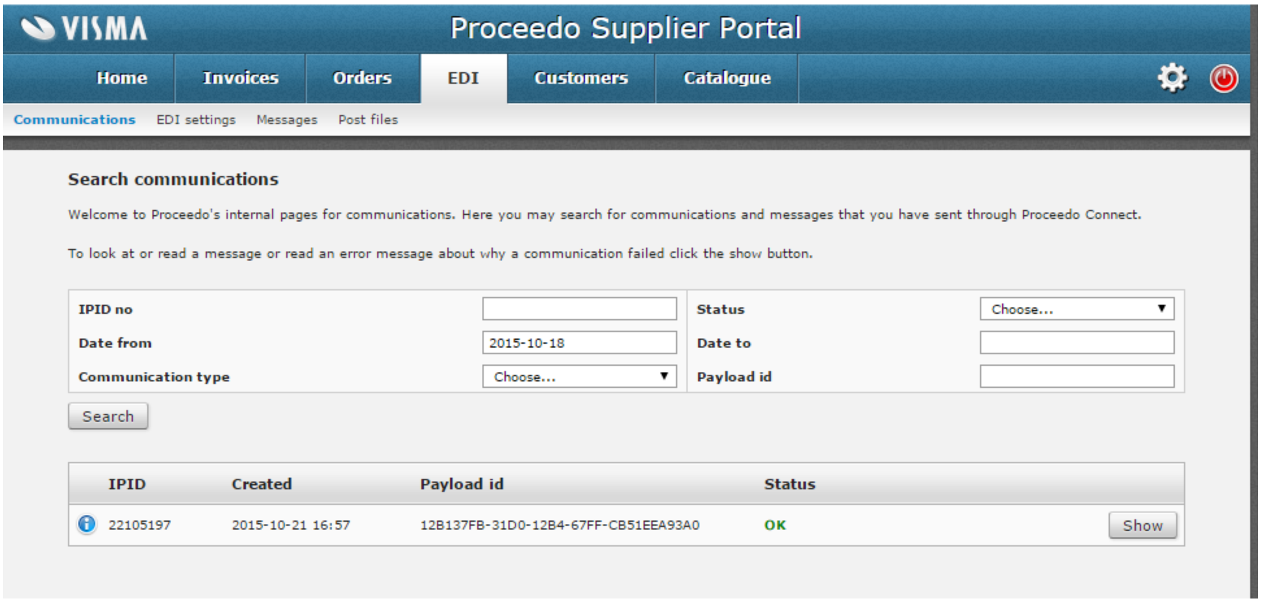
EDI

Post files via EDI

Under EDI >> Post Files you can as a supplier send files containing envelope if the parameters are accurate on main level, for example catalogue files or invoice files.

Transfers

When the file is posted, you can see the progress of the transfer in the menu EDI >> Communications. It may take a few minutes before the transfer is complete. Click the Search until you find the posted file in the results list. To look at a message or read messages about why a particular transfer was not successful, click the View button.



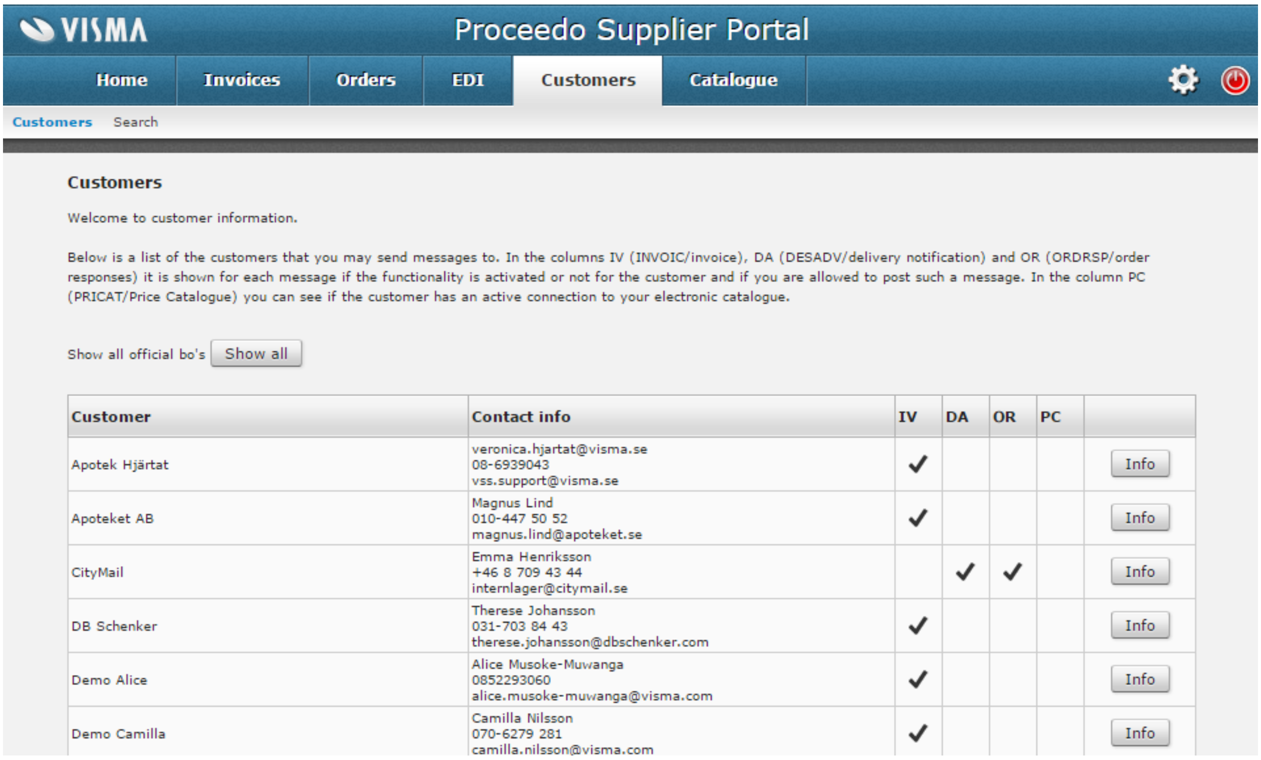
EDI settings

You can see which ID's that identify you as a supplier by choosing EDI >> EDI settings.
These ID's are used for the system to understand which supplier is the sender of an electronic document and must be specified in every document that is sent via EDI >> Post files. It is mandatory to specify at least one ID, and each ID must be unique among Proceedos suppliers.

There is a list that shows your existing IDs. To add a new ID, click “Create new identification”, and then enter the ID and error address. To add your new ID to the list, click OK.

Customers

Under customers you can see a list of buyers that you can send electronic messages to. In columns IV (invoices), DA (delivery notifications) and OR (order responses) shows if the feature is enabled or not, and whether you are allowed to send such a message to the customer. In the column PC (directory) appears if the client has an active connection against your electronic catalog in Proceedo.



Catalog

As a supplier, you can manually post catalogue files to Visma Proceedos customers.

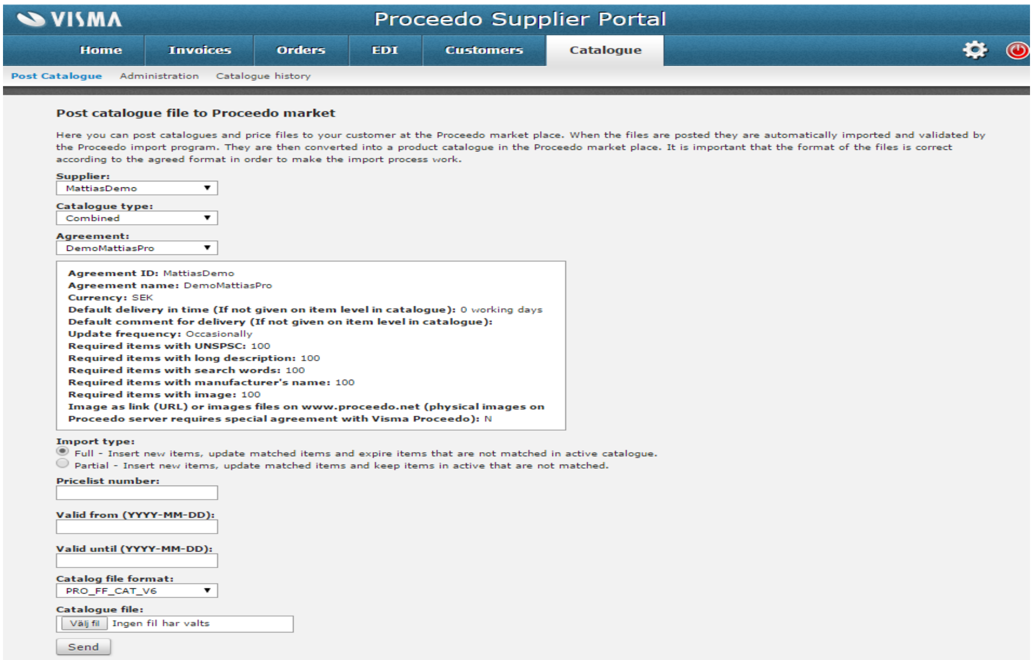
Post Catalog

1. Log in to the Supplier Center with the username/password that you received separately from Visma Proceedo.
2. Select Catalogue

When you manually post catalogue files in Supplier Center you have the possibility to manually set the import parameters in which you can also see the agreement's current settings. The parameters are:

• **Supplier -** This dropdown list defines which companies you are allowed to post catalogues.
• **Catalogue type -** Defines the type of data in the file. Possible values:
  Combined (If the catalog file can contain both products and prices)
  Product (only products)
  Price (only pricelist)
• **Agreement-** lists all the agreements currently setup for the Supplier you selected in the above field.
• **Pricelist number -** you can set a number for this particular file if it contains a pricelist.
• **Valid from -** Define the file to take effect a certain date. It is left empty it is valid the day after the import.
• **Import Type -** Define what happens with the items that do not match the products that are already in the system.
Possible values:
  Full - Add new articles, update matching items and delete items that are not in the posted catalogue.
  Partial - Add new articles, update matching items and keep items that are not in the posted catalogue.
• **Catalog File Format -** Visma Proceedo supports various formats for manual posting. Please contact Visma Proceedo for information on the various formats.

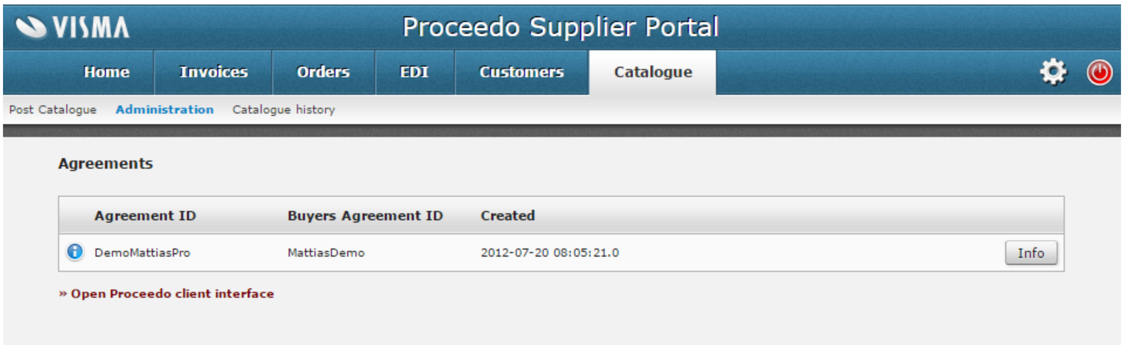
3. Once the parameters are set, press the button “Select a file”, and browse to the location on your computer where the catalogue file is located and select the file.
4. Press the Send button.



Administration

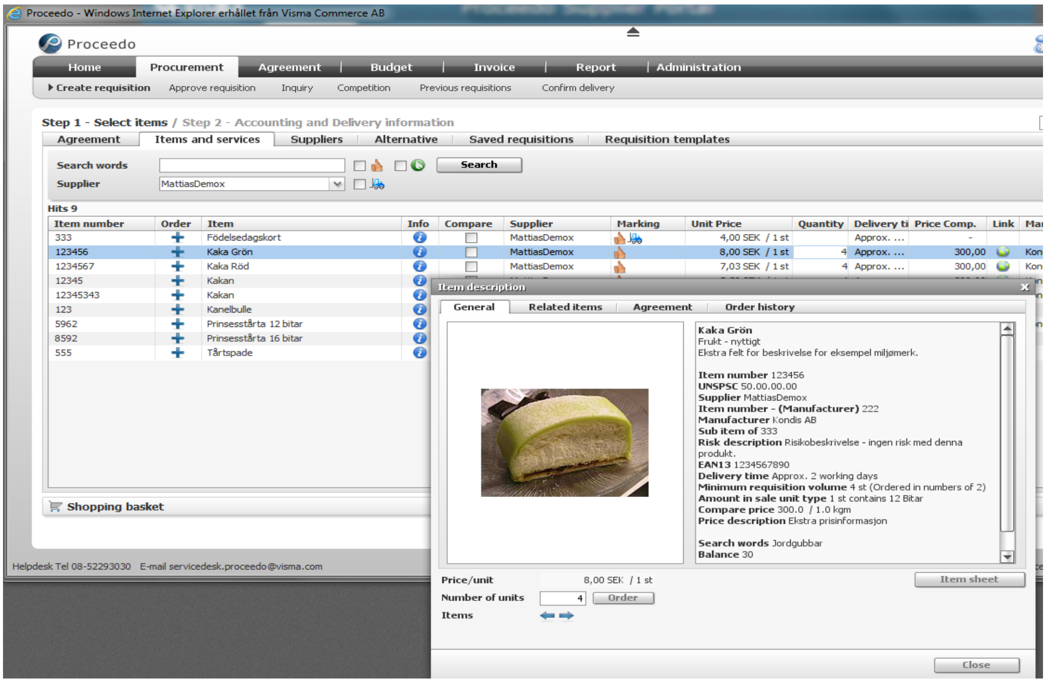
Under “Catalogue” is the submenu Administration. Here are the uploaded agreements and a link to Proceedos client interface. The day after a catalog is posted you can see it in a test environment, such as the customer sees your catalogue file.

Before the customer can see the catalogue you should approve it to make sure that all the information is displayed as intended.
Click on the link >> Open Proceedo client interface the day after a catalogue import.



The test environment - Proceedo client interface

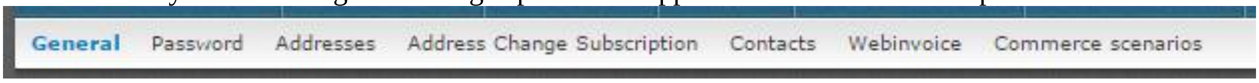
Choose tab Procurement and then yourself as a supplier under the tab "Suppliers". Then, press the search button, it displays 200 of the catalog products. Pressing the Info button displays detailed information about the product. If you select the Proceedo example catalogue under "Supplier" you will see a few test items, how to use the columns if you have chosen the format PDO_FF_V6.



Settings

 Click on the Settings icon at top right.

In this section you can among other things update the supplier's e-mail address and password.



Under *General*, settings that are used only for Supplier Center is set.
Under *Password*, you can change your password for Supplier Center.
Under *Addresses* you find the addresses used for creating e-invoices in the Supplier Center and for auto completion of ID-based EDI messages.
Under *Address change subscription*, you can choose whether you want messages sent when a customer updates their address list.
Under *Web-invoice*, you find the default payment information used in the creation of new invoice in Supplier Center.
Under *Commerce scenarios*, you find what message types that you support.

Contact information

Service Desk

Proceedos Service Desk receives requests and delegate information and cases within Proceedo.
Do not hesitate to contact us if there is any doubt about the material in this document.

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servicedesk.proceedo@visma.com