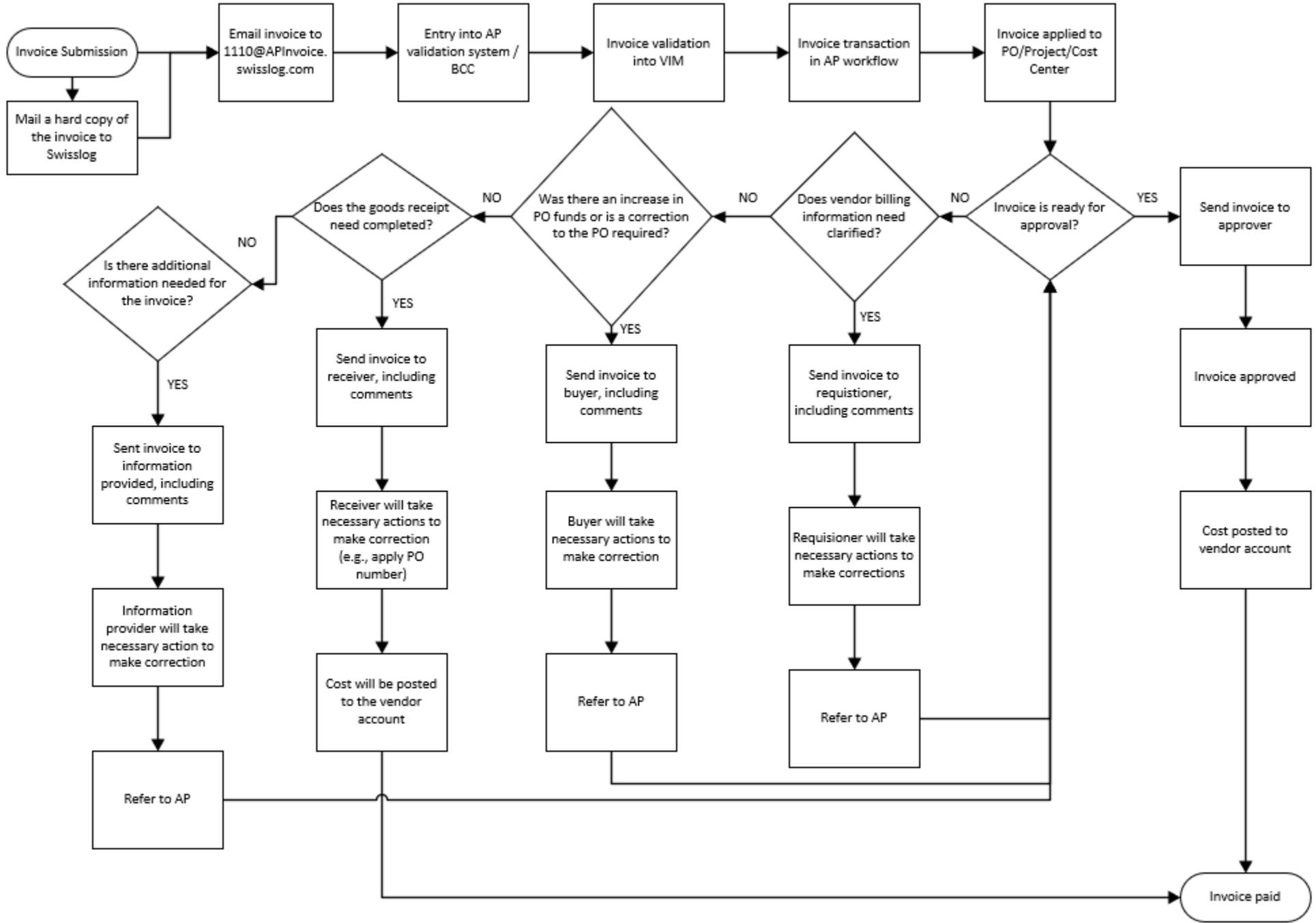




# VIM USER TRAINING GUIDE

Author: Finance

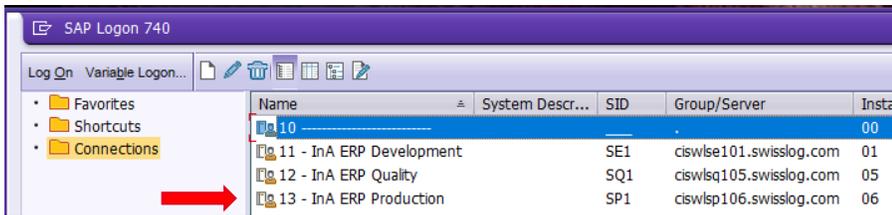
Date: 1/23/2019



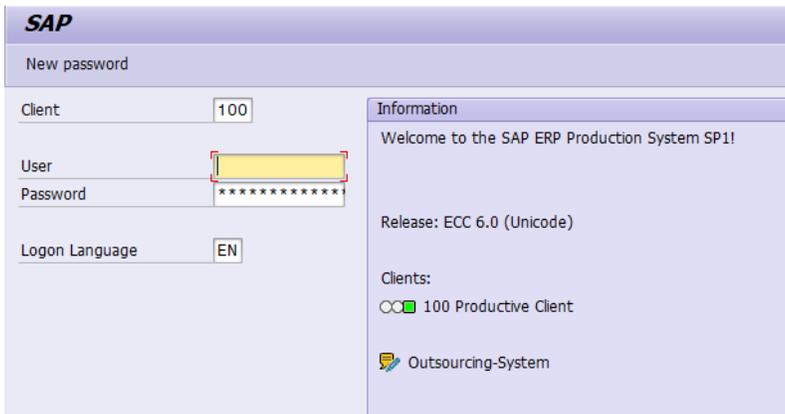
# GETTING LOGGED IN TO SAP



SELECT THE SAP ICON ON THE TASKBAR OR DESKTOP



CLICK ON "13 – INA ERP PRODUCTION" | SP1



ENTER YOUR D4 / H4 IN THE USER BOX | ENTER YOUR PASSWORD

# WHEN LOGGING IN FOR THE FIRST TIME

YOU WILL NEED TO RESET YOUR PASSWORD | COPY THE LINK BELOW INTO THE INTERNET ADDRESS BAR

[HTTPS://INSIDE.SWISSLOG.NET/CORPORATE/IT/APPLICATIONSERVICES/PAGES/SAP-INA-PASSWORD-RESET.ASPX](https://inside.swisslog.net/corporate/it/applicationservices/pages/sap-ina-password-reset.aspx)

## Forgot your SAP/InA password?

Please select below the SAP system/client where your password is forgotten.

### SAP Password Parameters

Property	Description
Password restrictions	8 characters minimum Values allowed: <ul style="list-style-type: none"> <li>A - Z</li> <li>a - z</li> <li>0 - 9</li> <li>!@#\$\$%^&amp;*-_+={} \:;.,?/\`~" &lt;&gt;()</li> </ul>
Password expiry duration	90 days
Password strength	Strong password requires 3 out of 4 of the following: <ul style="list-style-type: none"> <li>Lowercase characters</li> <li>Uppercase characters</li> <li>Numbers (0-9)</li> <li>Symbols (see password restrictions above)</li> </ul>
Password history	5 previous passwords cannot be used again
Account lockout	After 5 unsuccessful logon attempts (wrong password), the user will be locked out

CLICK ON SP1-100 UNDER ERP-PPM PRODUCTION

### ERP-PPM

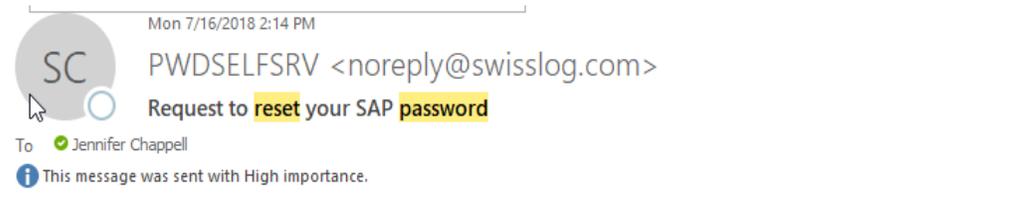
Production	Quality	Development
SP1-100	SQ1-100	SE1-100

**SP1 - 100 Password reset tool**

\* SAP User Id:

\* Email address:

ENTER YOUR USER ID [D4 / H4] AND YOUR EMAIL ADDRESS



SELECT RESET PASSWORD

Dear SAP-User,

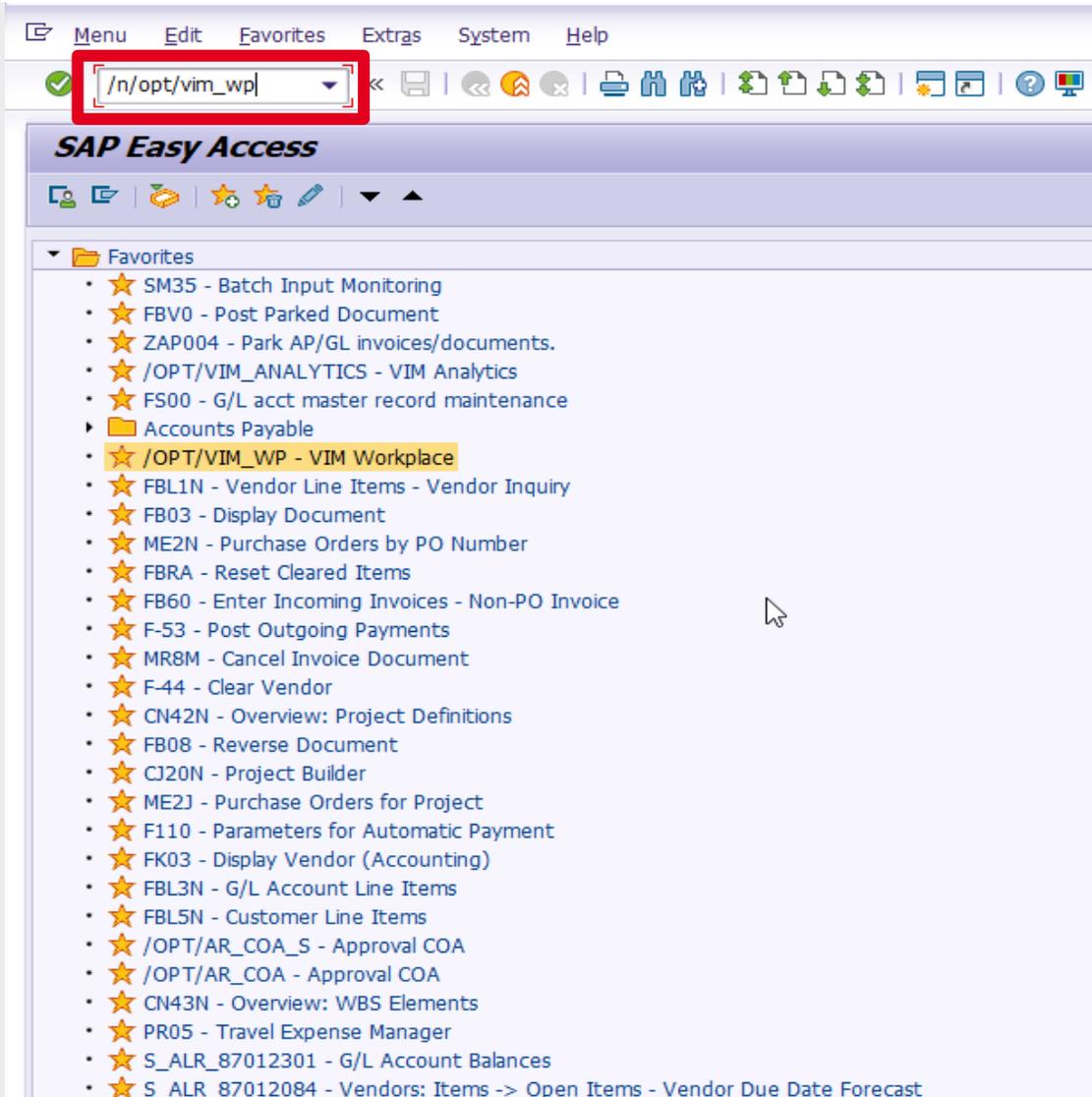
Your password reset request in SAP system " SP1 - 100 " processed successfully.  
Please click on the link below to generate your new initial password.

[http://ciswlsp106.swisslog.com:8006/sap/bc/webdynpro/sap/zbc\\_wd\\_appl\\_reset\\_password?  
BNAME=D4CHAPJ1&TOKID=0050569B0FDF1ED8A2A47F72179980E5&SAP-CLIENT=100&SAP-LANGUAGE=EN](http://ciswlsp106.swisslog.com:8006/sap/bc/webdynpro/sap/zbc_wd_appl_reset_password?BNAME=D4CHAPJ1&TOKID=0050569B0FDF1ED8A2A47F72179980E5&SAP-CLIENT=100&SAP-LANGUAGE=EN)

Kind regards,  
SAP Basis-Team.

AND EMAIL WILL BE SENT – CLICK LINK AND FOLLOW PROMPTS

# SAP MAIN SCREEN



SAP GUI DESKTOP VERSION  
ON LOCAL MACHINE

SAP TRANSACTION CODE  
FOR VIM WORKPLACE

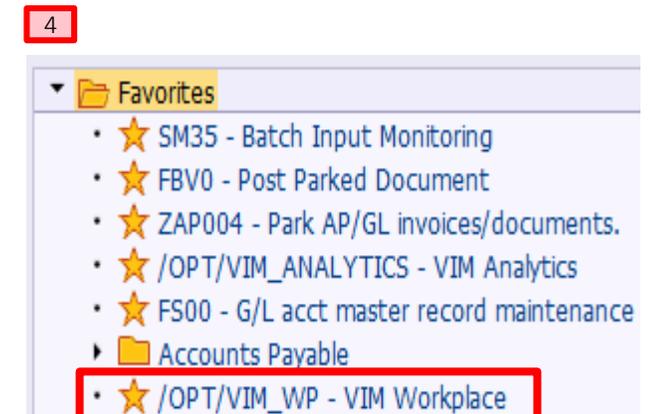
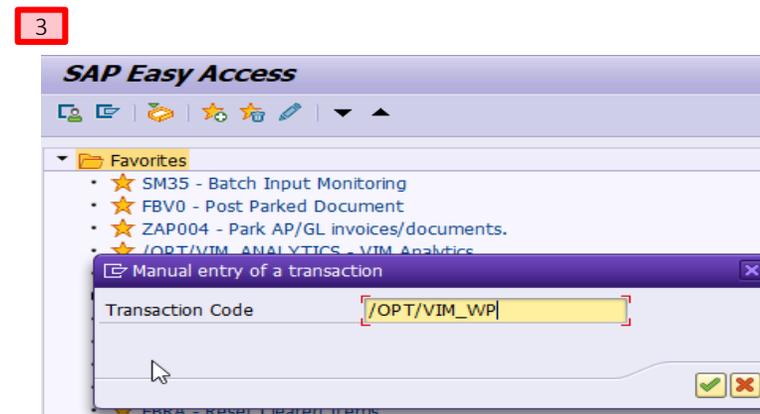
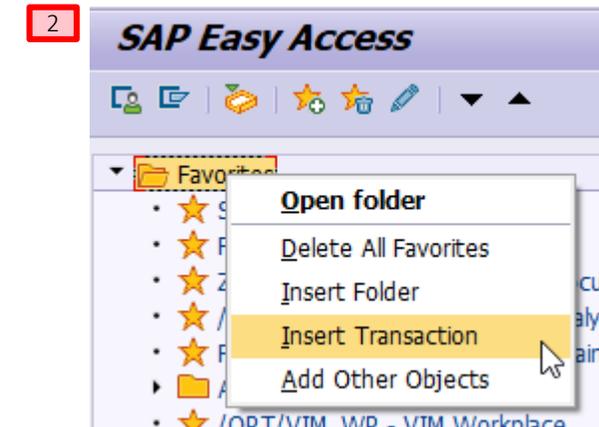
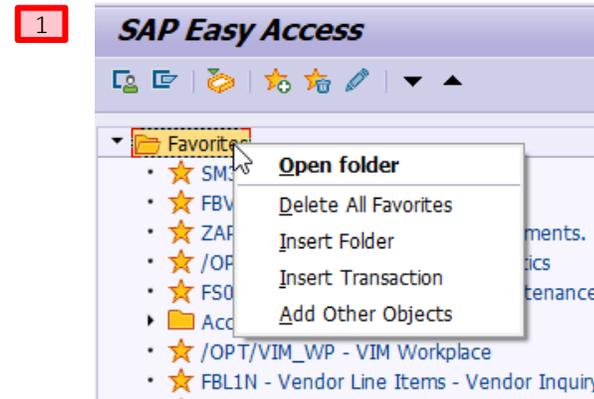
NOT FOR ONLINE  
SAP VIM PORTAL

**/N/OPT/VIM\_WP**

\*TRANSACTION CODE FOR MANUAL ENTRY || THE "N" OPENS A  
NEW WINDOW FOR THE VIM WORKPLACE\*

# HOW TO SAVE THE VIM WORKPLACE TRANSACTION CODE TO YOUR FAVORITES

- RIGHT CLICK THE FAVORITES FOLDER ON THE SAP EASY ACCESS MENU
- SELECT INSERT TRANSACTION
- ENTER THE TRANSACTION CODE : /OPT/WIM\_WP
- THE WORKPLACE TRANSACTION WILL POPULATE UNDER THE FAVORITES FOLDER IN YOUR USER LIST



# THE VIM WORKPLACE – DEFAULT SCREEN LAYOUT

**VIM Workplace – Personal View**

Hide Selection Pane | Hide Detail Pane | Switch Work View | Configure Team | Scan

OPEN TEXT | Vendor Invoice Management™ for SAP® Solutions

---

My Inbox | My Pending | My Completed

Apply | Edit | Reset

Company Code:  to  Document Date:

Vendor:  to  Incoming Date:

Name:  to  Due Date:

Reference:  to  Document Id:

Currency:  Gross invoice amount:

Channel ID:  Document Status:

---

My Inbox (33 Hits)

Proc.	Bulk Act.	Da.	WF H.	Ex.	Doc. Id	Doc.	Re.	Im.	Co.	CoCode	DocumentNo	Ye.	Vendor	Name 1	Reference	Crcy	Gross amnt	Doc. Date	Posting Date	Due Date
▲	□	☞	☞	☞	145597		☞	☞	☞	1110			307623	Omega Engineering, Inc	C00000670862	USD	105.39	01/22/2019	01/23/2019	02/21/2019
▲	□	☞	☞	☞	145534		☞	☞	☞	1110			307889	GRAYBAR	9308258745	USD	492.18	01/22/2019	01/23/2019	03/08/2019
▲	□	☞	☞	☞	145417		☞	☞	☞	1110			307506	HERMITAGE AUTOMAT...	00980534	USD	422.95	01/21/2019	01/23/2019	03/07/2019
▲	□	☞	☞	☞	145407		☞	☞	☞	1110			K1013	KUKA Deutschland Gm...	39287872	EUR	33.83	04/13/2018	01/22/2019	04/13/2018
▲	□	☞	☞	☞	145076		☞	☞	☞	1110			307699	Engineered Products, L...	H164640001	USD	670.00	01/18/2019	01/21/2019	03/19/2019
▲	□	☞	☞	☞	145068		☞	☞	☞	1110			314450	Airline Hydraulics Corpo...	12246703	USD	9.32	01/19/2019	01/21/2019	03/05/2019
▲	□	☞	☞	☞	145039		☞	☞	☞	1110			308787	ELECTRICAL EQUIPME...	3790140-00	USD	483.07	01/18/2019	01/23/2019	03/04/2019
▲	□	☞	☞	☞	144822		☞	☞	☞	1110			307889	GRAYBAR	9308218394	USD	92.24	01/18/2019	01/23/2019	03/04/2019
▲	□	☞	☞	☞	144805		☞	☞	☞	1110			307678	DAIRY CONVEYOR CORP	0213673-IN	USD	57.22	01/16/2019	01/23/2019	02/15/2019
▲	□	☞	☞	☞	144804		☞	☞	☞	1110			313634	E&M Electric & Machine...	332130	USD	689.30	01/17/2019	01/23/2019	03/03/2019
▲	□	☞	☞	☞	144100		☞	☞	☞	1110			307566	ASPEN LTD	19-8803	USD	1,154.46	01/11/2019	01/23/2019	02/25/2019
▲	□	☞	☞	☞	144063		☞	☞	☞	1110			307566	ASPEN LTD	19-8798	USD	1,950.00	01/15/2019	01/23/2019	03/01/2019
▲	□	☞	☞	☞	143781		☞	☞	☞	1110			316365	McGrath RentCorp	1850372	USD	127.30	01/13/2019	01/23/2019	02/12/2019
▲	□	☞	☞	☞	143682		☞	☞	☞	1110			307404	Autostore AS (was JAK...	CIN/129732	USD	2,867.70	01/15/2019	01/15/2019	03/16/2019
▲	□	☞	☞	☞	143272		☞	☞	☞	1110			307537	DYNATECT MANUFACT...	5025039	USD	1,301.27	01/11/2019	01/23/2019	02/25/2019
▲	□	☞	☞	☞	143010		☞	☞	☞	1110			307889	GRAYBAR	9308101201	USD	26.34	01/11/2019	01/12/2019	02/25/2019
▲	□	☞	☞	☞	142898		☞	☞	☞	1110			307598	ACLA USA	045518	USD	1,749.06	01/11/2019	01/23/2019	02/10/2019
▲	□	☞	☞	☞	142850		☞	☞	☞	1110			306939	Grainger	9052095198	USD	6,778.56	01/10/2019	01/23/2019	02/09/2019
▲	□	☞	☞	☞	142659		☞	☞	☞	1110			307404	Autostore AS (was JAK...	CIN/129687	USD	4,835.30	01/11/2019	01/23/2019	03/12/2019
▲	□	☞	☞	☞	141896		☞	☞	☞	1110			307404	Autostore AS (was JAK...	CCN/106421	USD	1,650.00	12/10/2018	01/08/2019	12/10/2018
▲	□	☞	☞	☞	141635		☞	☞	☞	1110			306939	Grainger	9946092252	USD	885.98	10/25/2018	01/07/2019	11/24/2018

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Image | Line Items | History | Comments | Actual Agents

Page 1 of 1

**OMEGA™**  
Omega Engineering, Inc.  
PO Box 4047, Stamford, CT 06907-0047  
(203) 359-1660 FAX: (203) 359-7700  
www.omega.com email: info@omega.com

Invoice No. C00000670862

TERMS: NET 30 DAYS FROM DATE OF INVOICE

PLEASE REMIT TO:  
Omega Engineering, Inc.  
26904 Network Place, Chicago IL 60673-1269

Bill To: SWISSLOG LOGISTICS  
Attn: Accounts Payable  
161 Enterprise Dr  
Newport News VA 23603-1399

Ship To: SWISSLOG LOGISTICS  
5172 Kieman Ct Ste B  
Salida, CA 95368-8904

CUSTOMER NO.		OMEGA NO.		ORDER ENTRY		INVOICE DATE		
C192872		SC00445797		01/22/19		01/22/19		
CUSTOMER PO.		TAX	INCOTERMS	SLSMN	CARRIER	BUYER		
4500138817		Y	EXW	PDF	UP2D Prepay & Add	steve.singh Phone: 757 527 4035		
ITEM NO.	ORDERED	SHEPPED	BACK ORD	CATALOG NO. AND DESCRIPTION		UNIT	NET UNIT PRICE	TOTAL AMOUNT
1	1	1	0	USB-CONFIG-TH USB CONFIGURATOR FOR TX206 TRANSMITTERS		EA	74.6500	74.65

# THE VIM WORKPLACE FEATURES

**VIM Workplace – Personal View**

Show Selection Pane Hide Detail Pane Switch Work View Configure Team Scan

OPEN:TEXT | Vendor Invoice Management™ for SAP® Solutions

My Inbox (33 Hits)

Proc...	Bulk Act.	Da...	WF H...	Ex...	Doc. Id	Doc...	Re...	Im...	Co...	CoCode	DocumentNo	Ye...	Vendor	Name 1	Reference	Crcy	Gross amnt	Doc. Date	Posting Date	Due Date	C/c
1					145592					1110			307623	Omega Engineering, Inc	C00000670862	USD	105.39	01/22/2019	01/23/2019	02/21/2019	
2					145534					1110			307889	GRAYBAR	9308258745	USD	492.18	01/22/2019	01/23/2019	03/08/2019	
3					145417					1110			307506	HERMITAGE AUTOMAT	00980534	USD	422.95	01/21/2019	01/23/2019	03/07/2019	
4					145407					1110			K1013	KUKA Deutschland Gm...	39287872	EUR	33.83	04/13/2018	01/22/2019	04/13/2018	
5					145076					1110			307699	Engineered Products, L...	H164640001	USD	670.00	01/18/2019	01/21/2019	03/19/2019	

1 – Vendor Number  
2 – Vendor Name  
3 – Invoice Number  
4 – Invoice Amount  
5 – Invoice Date

6 – Invoice Image

Image Line Items History Comments Actual Agents

Page 1 of 1

**OMEGA™**  
Omega Engineering, Inc.  
PO Box 4047, Stamford, CT 06907-0947  
(203) 355-1590 FAX: (203) 359-7700  
www.omega.com email: info@omega.com

Invoice No. C0000670862

TERMS: NET 30 DAYS FROM DATE OF INVOICE

PLEASE REMIT TO:  
Omega Engineering, Inc.  
26904 Network Place, Chicago IL 60673-1269

Bill To: Ship To:

SWISSLOG LOGISTICS  
Attn: Accounts Payable  
101 Enterprise Dr  
Newport News VA 23803-1369

SWISSLOG LOGISTICS  
5172 Kiemann Ct Ste B  
Salida, CA 95368-8904

CUSTOMER NO.		OMEGA NO.		ORDER ENTRY		INVOICE DATE		
C192872		SC00445797		01/22/19		01/22/19		
CUSTOMER PO.		TAX	INCOTERMS	SLSMN	CARRIER	BUYER		
4500138817		Y	EXW	PDF	UP2D Prepay & Add	steve.singh@phone: 757 527 4035		
ITEM NO.	ORDERED	SHIPPED	BACK ORD	CATALOG NO. AND DESCRIPTION		UNIT	NET UNIT PRICE	TOTAL AMOUNT
1	1	1	0	USB-CONFIG-TH USB CONFIGURATOR FOR TX206 TRANSMITTERS		EA	74.6500	74.65

ALL CLAIMS FOR ERRORS OR SHORTAGES MUST BE MADE WITHIN 10 DAYS AFTER RECEIPT OF GOODS. NO GOODS TO BE RETURNED WITHOUT WRITTEN AUTHORIZED OMEGA RETURN NUMBER.

WARRANTY DISCLAIMER: OMEGA is pleased to offer suggestions on the use of its various products. OMEGA only warrants that the parts manufactured by itself are new and free of defects in materials and workmanship.

SUB TOTAL 74.65  
STATE SALES TAX 5.89

# THE VIM WORKPLACE FEATURES CONT'D

**VIM Workplace – Personal View**

Show Selection Pane Hide Detail Pane Switch Work View Configure Team Scan

OPEN TEXT Vendor Invoice Management™ for SAP® Solutions

Show: 500 Choose Bulk Action

My Inbox (33 Hits)

Proc...	Bulk Act.	Da...	WF H...	Ex...	Doc. Id	Doc...	Posting Date	Due Date	C/disc...	C/disc...	Discount	Exc...	Exception Reason	Re...	Recall	Current Role	Current Agent	Ag...	Document Status
1					145597		01/23/2019	02/21/2019				908	Process PO Invoice (PO) OCR			ZPO_APPROC	D4JAFFA		Sent for Doc Creat
2					145534		01/23/2019	03/08/2019				913	Manual Check Needed / Miss...			ZPO_APPROC	D4JAFFA		Indexed
3					145417		01/23/2019	03/07/2019				913	Manual Check Needed / Miss...			ZPO_APPROC	D4JAFFA		Indexed
4					145407		01/22/2019	04/13/2018				909	Unable to Determine PO Lin...			ZPO_APPROC	D4JAFFA		Indexed

1 – Exception Reason {System Generated}

2 – Re-Route Icon

3 – Current Agent Role

4 – Current Agent ID

Image Line Items History Comments Actual Agents

Page 1 of 1

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(203) 359-1600 FAX: (203) 359-7700  
www.omega.com email: info@omega.com

Invoice No. C0000670862

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26904 Network Place, Chicago IL 60673-1269

Bill To: Ship To:

SWISSLOG LOGISTICS  
Attn: Accounts Payable  
161 Enterprise Dr  
Newport News VA 23603-1399

SWISSLOG LOGISTICS  
5172 Keman Ct Ste B  
Salida, CA 95368-8904

CUSTOMER NO.	OMEGA NO.	ORDER ENTRY	INVOICE DATE				
C192872	SC00445797	0122/19	0122/19				
CUSTOMER PO.	TAX	INCOTERMS	SLSMN	CARRIER	BUYER		
4500138817	Y	EXW	PDF	UP2D Prepay & Add	steve slingh Phone: 757 527 4035		
ITEM NO.	ORDERED	SHIPPED	BACK ORD.	CATALOG NO. AND DESCRIPTION	UNIT	NET UNIT PRICE	TOTAL AMOUNT
1	1	1	0	USB-CONFIG-TH USB CONFIGURATOR FOR TX206 TRANSMITTERS	EA	74.6500	74.65
						SUB TOTAL	74.65
						STATE SALES TAX	5.89

ALL CLAIMS FOR ERRORS OR SHORTAGES MUST BE MADE WITHIN 10 DAYS AFTER RECEIPT OF GOODS. NO GOODS TO BE RETURNED WITHOUT WRITTEN AUTHORIZATION FROM OMEGA. OMEGA ASSUMES NO LIABILITY FOR DAMAGES OF ANY KIND.

# THE VIM WORKPLACE – IMAGE DISPLAY

**VIM Workplace – Personal View**

Show Selection Pane Hide Detail Pane Switch Work View Configure Team Scan

OPEN:TEXT Vendor Invoice Management™ for SAP® Solutions

Show: 500 Choose Bulk Action

Image Line Items History Comments Actual Agents

My Inbox (33 Hits)

Proc...	Bulk Act.	Da...	WF H...	Ex...	Doc. Id	Doc...	Re...	Im...	Co...	CoCode	DocumentNo	Ye...	Vendor	Name 1	Reference	Crcy	Gross amnt	Doc. Date	Posting Date	Due Date	C/c
1					145592					1110			307623	Omega Engineering, Inc	C00000670862	USD	105.39	01/22/2019	01/23/2019	02/21/2019	
1					145534					1110			307889	GRAYBAR	9308258745	USD	492.18	01/22/2019	01/23/2019	03/08/2019	
1					145417					1110			307506	HERMITAGE AUTOMAT	00980534	USD	422.95	01/21/2019	01/23/2019	03/07/2019	
1					145407					1110			K1013	KUKA Deutschland Gm...	39287872	EUR	33.83	04/13/2018	01/22/2019	04/13/2018	
1					145076					1110			307699	Engineered Products, L...	H164640001	USD	670.00	01/18/2019	01/21/2019	03/19/2019	
1					145068					1110			314450	Airline Hydraulics Corpo...	12246703	USD	9.32	01/19/2019	01/21/2019	03/05/2019	
1					145039					1110			308787	ELECTRICAL EQUIPME...	3790140-00	USD	483.07	01/18/2019	01/23/2019	03/04/2019	
1					144822					1110			307889	GRAYBAR	9308218394	USD	92.24	01/18/2019	01/23/2019	03/04/2019	
1					144805					1110			307678	DAIRY CONVEYOR CORP	0213673-IN	USD	57.22	01/16/2019	01/23/2019	02/15/2019	
1					144804					1110			313634	E&M Electric & Machine...	332130	USD	689.30	01/17/2019	01/23/2019	03/03/2019	
1					144100					1110			307566	ASPEN LTD	19-8803	USD	1,154.46	01/11/2019	01/23/2019	02/25/2019	
1					144063					1110			307566	ASPEN LTD	19-8798	USD	1,950.00	01/15/2019	01/23/2019	03/01/2019	
1					143781					1110			316365	McGrath RentCorp	1850372	USD	127.30	01/13/2019	01/23/2019	02/12/2019	
1					143682					1110			307404	Autostore AS (was JAK	CIN/129732	USD	2,867.70	01/15/2019	01/15/2019	03/16/2019	
1					143272					1110			307537	DYNATECT MANUFACT...	5025039	USD	1,301.27	01/11/2019	01/23/2019	02/25/2019	
1					143010					1110			307889	GRAYBAR	9308101201	USD	26.34	01/11/2019	01/12/2019	02/25/2019	
1					142898					1110			307598	ACLA USA	045518	USD	1,749.06	01/11/2019	01/23/2019	02/10/2019	
1					142850					1110			306939	Grainger	9052095198	USD	6,778.56	01/10/2019	01/23/2019	02/09/2019	
1					142659					1110			307404	Autostore AS (was JAK	CIN/129687	USD	4,835.30	01/11/2019	01/23/2019	03/12/2019	
1					141896					1110			307404	Autostore AS (was JAK	CCN/106421	USD	1,650.00	12/10/2018	01/08/2019	12/10/2018	
1					141635					1110			306939	Grainger	9946092252	USD	885.98	10/25/2018	01/07/2019	11/24/2018	
1					140944					1110			K1011	KUKA Systems North A...	110-004421	USD	417.91	12/31/2018	01/17/2019	01/30/2019	
1					139996					1110			315283	Clarkson Industrial Cont...	7942	USD	2,120.00	12/28/2018	01/21/2019	02/11/2019	
1					138018					1110			307585	ARESTANT, S.A. AKA...	FVAR3/18038	EUR	293,621...	12/18/2018	12/18/2018	02/16/2019	
1					137817					1110			315593	Barry-Wehmiller Design...	INV0137336A	USD	7,643.70	09/30/2018	12/18/2018	11/14/2018	
1					137810					1110			315593	Barry-Wehmiller Design...	INV0137336E	USD	5,821.00	12/17/2018	12/17/2018	01/31/2019	
1					136635					1110			P026	Swisslog AG	906017035	CHF	4,502.20	12/07/2018	01/21/2019	01/16/2019	
1					136304					1110			316737	Crown Equipment Corp...	113154762	USD	2,840.78	07/12/2018	01/23/2019	08/26/2018	
1					136303					1110			316737	Crown Equipment Corp...	113154764	USD	1,158.24	07/12/2018	01/23/2019	08/26/2018	
1					127424					1110	1900043911	20...	307182	Calper Management Inc	11581134	USD	295.00	10/31/2018	11/08/2018	11/30/2018	
1					125513					1110			K1013	KUKA Deutschland Gm...	39324332	EUR	7,619.72	10/23/2018	12/14/2018	10/23/2018	
1					121810					1110			306926	Intelligated Systems, L...	9433904	USD	65.00	10/15/2018	10/23/2018	11/14/2018	
1					102180					1110			K1013	KUKA Deutschland GmbH	39302620	EUR	713.84	07/02/2018	07/26/2018	07/02/2018	

Image Line Items History Comments Actual Agents

Page 1 of 1

Omega Engineering, Inc.  
PO Box 4047, Stamford, CT 06907-0947  
(203) 359-1600 FAX: (203) 359-7700  
www.omega.com email: info@omega.com

Invoice No. C0000670862

TERMS: NET 30 DAYS FROM DATE OF INVOICE

PLEASE REMIT TO:  
Omega Engineering, Inc.  
26904 Network Place, Chicago IL 60673-1269

Bill To: Ship To:

SWISSLOG LOGISTICS  
Attn: Accounts Payable  
101 Enterprise Dr  
Newport News VA 23803-1369

SWISSLOG LOGISTICS  
5172 Kiemann Ct Ste B  
Salida, CA 95368-8904

CUSTOMER NO.		OMEGA NO.		ORDER ENTRY		INVOICE DATE	
C192872		SC00445797		01/22/19		01/22/19	
CUSTOMER PO.	TAX	INCOTERMS	SLSMN	CARRIER	BUYER		
4500138817	Y	EXW	PDF	UP2D Prepay & Add	steve.singh Phone: 757 527 4035		
ITEM NO.	ORDERED	SHIPPED	BACK ORD	CATALOG NO. AND DESCRIPTION	UNIT	NET UNIT PRICE	TOTAL AMOUNT
1	1	1	0	USB-CONFIG-TH USB CONFIGURATOR FOR TX206 TRANSMITTERS	EA	74.6500	74.65

ALL CLAIMS FOR ERRORS OR SHORTAGES MUST BE MADE WITHIN 10 DAYS AFTER RECEIPT OF GOODS. NO GOODS TO BE RETURNED WITHOUT WRITTEN AUTHORIZED OMEGA RETURN NUMBER.

WARRANTY CLAIM: OMEGA is pleased to offer assistance on the use of its various products. OMEGA only warrants that the parts are produced by it within an specified set of standards and specifications.	SUB TOTAL	74.65
FACTS AND BY THE SALES AND SERVICE TRAINING ADVISORY MATERIALS. THESE DOCUMENTS ARE CONFIDENTIAL.	STATE SALES TAX	5.89

# THE VIM WORKPLACE LINE ITEM & HISTORY DISPLAY

Doc. Id	Doc. Item	D/C	Material	Purch.Doc.	Item	Quantity	OU	OPU	Net Price	Amount	Text	Tax	tax Code	Tax Jur.	Tax
136635	1	S		4500110524	10	0.288	AU	PC	67,600.00	19,468.80		0.00	I0	0509921101	0
136635	2	S		4500110524	20	1	AU	PC	7,293.00	7,293.00		0.00	I0	0509921101	0

LINE ITEM VIEW ALLOWS THE USER TO SEE AT A GLANCE HOW THE EXPENSE IS BEING CHARGED

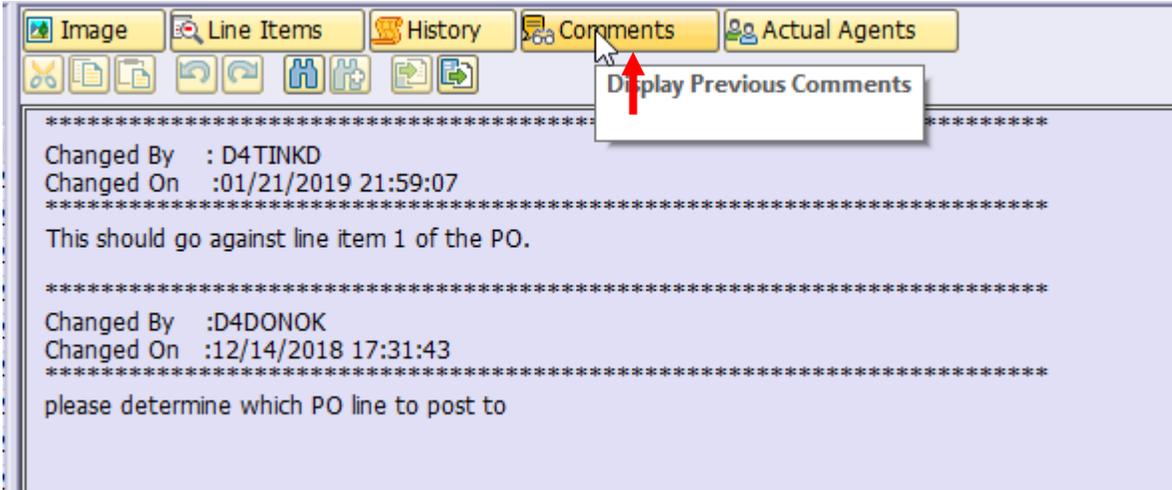
Comment	Activity	Status	Process Type	Document Status	Actual Role	Actual Agent
	Refer for Information	✓	Invalid Currency (PO)	Created	ZPO_BUYER	Daniel Tinkler
	Refer to PO Invoice Buyer	✓	Invalid Currency (PO)	Created	ZPO_APPROC	Katherine Donovan
	Workflow Start	✓	Invalid Currency (PO)	Created		JOBUSER
	Update status	✓		Validation Complete		Jennifer Chappell
	OCR Validation	✓		Sent for Validation		Jennifer Chappell
	DP Trigger	✓		Ready for Validation		JOBUSER
	Update status	✓		Extraction Completed	XOTX_REC	
	OCR Extraction	✓		Sent to OCR	XOTX_REC	
	IDH Trigger	✓		Sending data to ICC Dispatcher		JOBUSER
	Early Archiving	✓		Scanned		JOBUSER
	IDH Trigger	✓		Processing Archiving		JOBUSER
	IDH Trigger	✓		Document Registered		SAP Mailer

Comment	Display item details	Activity	Actual Agent	Timestamp	Date	Time	User Name
		DP process step	D4DONOK	12/14/18 17:32:10	12/14/2018	17:32:10	D4DONOK

HISTORY VIEW ALLOWS THE USER TO SEE AT A GLANCE THE CURRENT AND PREVIOUS TRANSACTION STATUS; AS WELL AS AGENTS WHO HAVE WORKED THE ITEM AND ANY NOTES THEY HAVE ADDED

# THE VIM WORKPLACE COMMENTS & ACTUAL AGENT DISPLAY



THE COMMENTS TAB SHOWS ALL HISTORICAL COMMENTS ADDED DURING PROCESSING

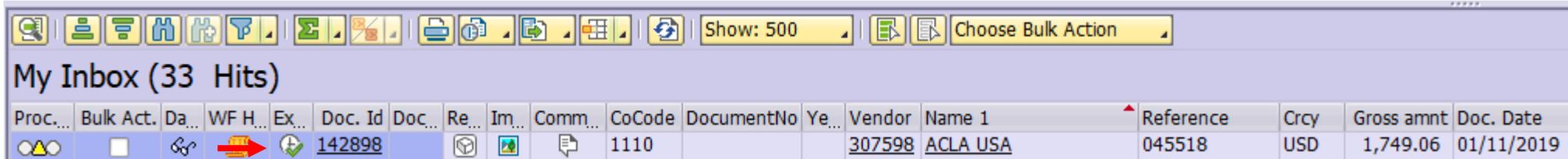
*\*\*NOTE: IF ANY COMMENTS HAVE BEEN ADDED AND THE ITEM HAS NOT MOVED FROM ONE STATUS TO ANOTHER OR FROM ONE USER TO ANOTHER THE COMMENTS WILL NOT APPEAR HERE. THE COMMENTS WOULD APPEAR ON THE WORKPLACE SCREEN INDICATED BY A GREEN COMMENTS ICON.*

Proc...	Bulk Act.	Da..	WF H..	Ex..	Doc. Id	Doc..	Re..	Im..	Co..	CoCode	DocumentNo
					145597					1110	
					145534					1110	
					145417					1110	
					145407					1110	

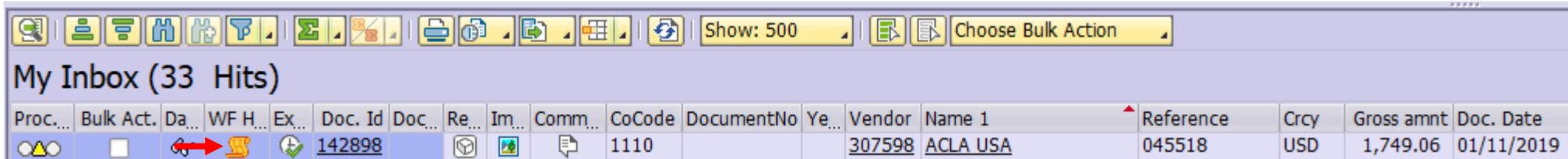
Curr.Agent	First name	Last name	Department	E-Mail Address	Tel.no.	Work item text	Doc. Item
D4CHAPJ1	Jennifer	Chappell	Accounting	jennifer.chappell@swisslog.com		Process Document 000000136635	

THE ACTUAL AGENTS TAB DISPLAYS WHICH USER CURRENTLY HAS THE ITEM IN THEIR WORKFLOW

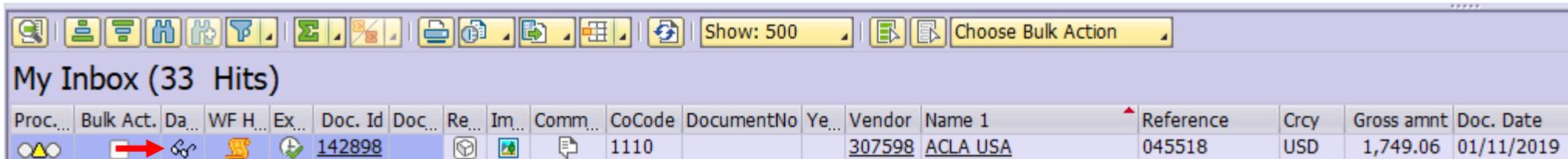
# THE VIM WORKPLACE FEATURES CONT'D



THE EXECUTION OR CLOCK ICON WILL OPEN THE TRANSACTION FOR PROCESSING OR APPROVAL



THE WORKFLOW HISTORY OR SCROLL ICON DISPLAYS A TECHNICAL TRANSACTION FLOW CHART



THE DASHBOARD OR EYEGLASS ICON DISPLAYS A TRANSACTION SNAPSHOT AND QUICK ACCESS TO THE PURCHASE ORDER DETAIL

# AGENT ROLE: ZINF\_PROVIDER [INFORMATION PROVIDER]

IN THE INFORMATION PROVIDER ROLE ADDITIONAL CLARIFICATION IS REQUIRED BEFORE THE ITEM CAN BE PROCESSED. <sup>1</sup>PLEASE REVIEW THE HISTORICAL COMMENTS BY SELECTING THE COMMENS TAB ABOVE THE IMAGE. <sup>2</sup>THEN SELECT “OPEN COMMENTS” TO PROVIDE THE REQUESTED INFORMATION. <sup>3</sup>ONCE COMPLETE – REFER THE ITEM BACK TO THE AP PROCESSOR FOR UPDATE AND CONTINUED PROCESSING.

**Process PO Processing - Global (Exp) - 00000138018**

Hide Options | Hide Detail Pane | **Open Comments** | Display Image | Set to Obsolete | Rescan | Help

OPEN TEXT | Vendor Invoice Management™ for SAP® Solutions

Process Options for: Information Provider

Refer for Info	Refer for Information	ZINF_PROVIDER
Refer	Refer to PO Invoice AP Processor	ZPO_APPROC
Refer	Refer to PO Invoice Buyer	ZPO_BUYER

The “Refer for Info” option can be used if the current user cannot provide the clarifying detail.  
The “Refer to Buyer” option is used only when the current user is not the PO owner

Basic Data | Line Items | Accounting | Tax | Process | Other Data

**Invoice in foreign currency (PO)**

**Vendor Data**

Vendor Number: 307585 | Display Vendor | Part. Bank Type: IBAN

Vendor Name: ARESTANT, S.A. AKA AR Storage | Bank name: xxx

Name 2: | Bank Account: 2210514218

IBAN: ES1400491800182210514218 | Bank number: 491904 | Display Bank

Reference: | Street / House No: Parque Tec. Zamudio edif. 105-1A | Country / Region: ES 48

Postl Code / City: 48170 Zamudio | PO Box: | Group: |

**Recipient Data**

Company Code: 1110 | Swisslog Logistics

Street / House No: Enterprise Drive 161 | Country / Region: US VA

Postl Code / City: 23603 Newport News | PO Box: |

**Invoice Data**

Trans./event: Invoice

Reference Number: FVAR3/1803815 | Document Date: 12/18/2018

Auto-Calculate Tax:  | Supply Date: 12/18/2018

Gross Amount: 293,621.30 EUR | Balance: 0.00

Tax Amount: 0.00 | Tax Code: IO | Tax Rate: 0.000

Unpl. del. csts: 0.00 | Freight Amount: 0.00

PO Number: 4500061226 | DN List: | PO List: |

**INVOICE**

ARESTANT, S.A.  
Pol. Ind. Montes de Cierzo  
Ctr.N-232,Km.88  
31500 Tudela (Navarra) SPAIN  
Tel. +34 948 844480/Fax: +34 948 844420  
N.I.F. ESA48404958  
(Merchandise expedition and reception place)

SWISSLOG LOGISTICS  
WAREHOUSE & DISTRIBUTION SOLUTION  
161 Enterprise Drive  
Newport News  
23603  
US - Estados Unidos

Please, send documents to the office:  
Parque Tecnológico de Zamudio  
Edificio 105-1 A  
48170 Zamudio(Vizcaya) SPAIN  
TEL. +34 94 431794 I/Fax. +34 94 4317838

NIF:

INVOICE	DATE	YOUR/REF. NEBRASKA	ORDER	CLIENT	PAYMENT TERMS
FVAR3/1803815	18/12/2018	4500061226	PVAR3/1603127	4313020	Bank Transfer 60 Days

10% OF THE CONTRACT PRICE SHALL BE DUE AT FINAL ACCEPTANCE CERTIFICATE  
N° PO 4500061226

MATERIALS	183.449,26 EUR
INSTALLATION	86.249,74 EUR
<b>Total</b>	<b>269.699,00 EUR</b>

10% OF THE CHANGE ORDERS #1 TO #4

MATERIALS	16.244,74 EUR
INSTALLATION	7.677,56 EUR
<b>Total</b>	<b>23.922,30 EUR</b>

BANCO : BSCH  
IBAN: ES14 0049 1800 1822 1051 4218  
SWIFT: BSCHESMM

BASE IMPONIBLE 293.621,30

# AGENT ROLE: ZPO\_BUYER [PO BUYER]

IN THE BUYER ROLE ADDITIONAL ACTION IS REQUIRED BEFORE THE ITEM CAN BE PROCESSED (I.E. CHANGE ORDER SUBMISSION, UNIT PRICE CHANGES).

<sup>1</sup>PLEASE REVIEW THE HISTORICAL COMMENTS BY SELECTING THE COMMENS TAB ABOVE THE IMAGE. <sup>2</sup>THEN SELECT “OPEN COMMENTS” TO PROVIDE THE REQUESTED INFORMATION. <sup>3</sup>ONCE ACTION IS COMPLETE – REFER THE ITEM BACK TO THE AP PROCESSOR FOR UPDATE AND CONTINUED PROCESSING.

**Process Options for: PO Buyer**

Apply Rules	Apply Business Rules	
Refer for Info	Refer for Information	ZINF_PROVIDER
Refer	Refer to PO Invoice AP Processor	ZPO_APPROC
Refer	Refer to PO Invoice Buyer	ZPO_BUYER

The “Refer for Info” option can be used if the current user cannot provide the clarifying detail.  
 The “Refer to Buyer” option is used only when the current user is not the PO owner  
 The “Apply Rules” option should not be used

**Invoice in foreign currency (PO)**

**Vendor Data**

Vendor Number	307585	Display Vendor	Part. Bank Type	IBAN
Vendor Name	ARESTANT, S.A. AKA AR Storage		Bank name	xxx
Name 2			Bank Account	2210514218
IBAN	ES1400491800182210514218		Bank number	491904
Street / House No	Parque Tec. Zamudio edif. 105-1A	Country / Region	ES	48
Postl Code / City	48170 Zamudio	PO Box	Group	

**Recipient Data**

Company Code	1110	Swisslog Logistics	Country / Region	US	VA
Street / House No	Enterprise Drive		161		
Postl Code / City	23603	Newport News	PO Box		

**Invoice Data**

Trans./event	Invoice	Document Date	12/18/2018
Reference Number	FVAR3/1803815	Supply Date	12/18/2018
Auto-Calculate Tax	<input type="checkbox"/>	Balance	0.00
Gross Amount	293,621.30	Tax Code	I0
Tax Amount	0.00	Tax Rate	
Unpl. del. csts		DN List	
Freight Amount		PO List	
PO Number	4500061226		

**INVOICE**

**ARESTANT, S.A.**  
 Pol. Ind. Montes de Cierzo  
 Ctr.N-232,Km.88  
 31500 Tudela (Navarra) SPAIN  
 Tel. +34 948 844480/Fax. +34 948 844420  
 N.I.F. ESA48404958  
 (Merchandise expedition and reception place)

**SWISSLOG LOGISTICS**  
 WAREHOUSE & DISTRIBUTION SOLUTION  
 161 Enterprise Drive  
 Newport News  
 23603  
 US - Estados Unidos

**INVOICE**

INVOICE	DATE	YOUR/REF. NEBRASKA	ORDER	CLIENT	PAYMENT TERMS
FVAR3/1803815	18/12/2018	4500061226	PVAR3/1603127	4313020	Bank Transfer 60 Days

10% OF THE CONTRACT PRICE SHALL BE DUE AT FINAL ACCEPTANCE CERTIFICATE  
 N° PO 4500061226

MATERIALS	183.449,26 EUR
INSTALLATION	86.249,74 EUR
<b>Total</b>	<b>269.699,00 EUR</b>

10% OF THE CHANGE ORDERS #1 TO #4

MATERIALS	16.244,74 EUR
INSTALLATION	7.677,56 EUR
<b>Total</b>	<b>23.922,30 EUR</b>

BANCO : BSCH  
 IBAN: ES14 0049 1800 1822 1051 4218  
 SWIFT: BSCHESMM

BASE IMPONIBLE 293.621,30

# AGENT ROLE: ZPO/ZPNO\_REQUISTIONER [PO / NONPO REQUESTOR]



Member of the KUKA Group

IN THE REQUISTIONER ROLE ADDITIONAL CLARIFICATION OR ACTION IS REQUIRED BEFORE THE ITEM CAN BE PROCESSED (I.E. MISSING PO DETAIL; DUPLICATE BILLING).

<sup>1</sup>PLEASE REVIEW THE HISTORICAL COMMENTS BY SELECTING THE COMMENS TAB ABOVE THE IMAGE. <sup>2</sup>THEN SELECT "OPEN COMMENTS" TO PROVIDE THE REQUESTED INFORMATION. <sup>3</sup>ONCE ACTION IS COMPLETE – REFER THE ITEM BACK TO THE AP PROCESSOR FOR UPDATE AND CONTINUED PROCESSING. <sup>4</sup>IF NECESSARY, REFER TO ANOTHER USER FOR INFORMATION.

**Process Options for: Requisitioner**

Apply Rules	Apply Business Rules	
Refer for Info	Refer for Information	4
Refer	Refer to Non-PO AP Processor	3
Refer	Refer to Vendor Maintenance	
Refer	Refer to Requisitioner	

**Vendor Data**

Vendor Number: 315593 Display Vendor Part. Bank Type:

Vendor Name: Barry-Wehmiller Design Group, Inc Bank name: JP MORGAN CHASE BANK

Name 2:  Bank Account: 112351678

IBAN:  Bank number: 071000013 Display Bank

SWIFT code:  Reference:

Street / House No: Douglas Blvd, Suite 220 2901 Country / Region: US CA

Postl Code / City: 95661 Roseville PO Box:  Group:

**Recipient Data**

Company Code: 1110 Swisslog Logistics

Street / House No: Enterprise Drive 161 Country / Region: US VA

Postl Code / City: 23603 Newport News PO Box:

**Invoice Data**

Trans./event: Invoice

Reference Number: INV0137336A Document Date: 09/30/2018

Auto-Calculate Tax:  Supply Date: 09/30/2018

Gross Amount: 7,643.70 USD Balance: 0.00

Tax Amount: 0.00 Tax Code: IO Tax Rate: 0.000

Total Tax Amount: 0.00

Expense Type: ST

Requester E-mail: LINDA.JOHNSON@SWISSLOG.COM

**Barry-Wehmiller Design Group**

8235 Forsyth Blvd. Phone: (314) 778-4300  
 St. Louis, MO 63105 Fax: (314) 682-2821  
[AB@WDesignGroup.com](http://AB@WDesignGroup.com) [www.bwdesigngroup.com](http://www.bwdesigngroup.com)

**Customer Location:**  
 Tesla Motors  
 45500 Fremont Blvd  
 Fremont, CA 94538, USA  
 Attn.: Fox, Fred

**Invoice No.:** INV0137336A  
**Invoice Date:** 30-Sep-2018  
**Currency:** USD  
**Terms:** Net 30 Days  
**Due Date:** 30-Oct-2018

**Invoice Note:**  
 PCN#21 Additional Off Shift Coverage

**Summary:**

Project Code	Project / Task Description	Customer Ref./P.O.	Bill Type	Charge	Tax	Total
1800022	Swisslog-Fremont, CA-Tesla Ph.3 Light Goods Comeying Sys.					
	115-Production Support (T&M)		Time	\$6,318.00	\$0.00	\$6,318.00
	215-Production Support (T&M)		Expense	\$1,325.70	\$0.00	\$1,325.70
<b>Sub Totals:</b>				<b>\$7,643.70</b>	<b>\$0.00</b>	<b>\$7,643.70</b>

**Remit To:**

**Wire Instructions:**  
 JP Morgan Chase & Company  
 Chicago, IL  
 ABA # 021000021  
 Account # 112351678  
 Account Name: Barry-Wehmiller Companies, Inc.  
 Ref: Barry-Wehmiller Design Group, Inc.

**ACH Instructions:**  
 JP Morgan Chase & Company  
 Chicago, IL  
 ABA # 071000013  
 Account # 112351678  
 Account Name: Barry-Wehmiller Companies, Inc.  
 Ref: Barry-Wehmiller Design Group, Inc.

**Payment Via Check:**  
 Barry-Wehmiller Design Group, Inc.  
 25243 Network Place  
 Chicago, IL 60673-1252  
 USA

Note: If you receive any notification of a change in payments instructions, you should call and email your known Design Group contact to verify the authenticity of the change. In general, you should expect we will not be changing our payment instructions and you should remain alert to improper fraud risks. We cannot be held responsible for misdirected payments as a result of your failure to confirm authenticity of requested changes to payment instructions or "imposter hacks" to your system.

# AGENT ROLE: ZPO\_RECEIVER [GOODS RECEIVER]

IN THE RECEIVER ROLE ADDITIONAL COMPLETION OF THE GOODS RECEIPT IS REQUIRED BEFORE THE ITEM CAN BE PROCESSED. PLEASE COMPLETE THE GOODS RECEIPT PROCESS AS IT PERTAINS TO THE ITEMS ON THE INVOICE. ONCE ACTION IS COMPLETE – REFER THE ITEM BACK TO THE AP PROCESSOR FOR UPDATE AND CONTINUED PROCESSING. IF THE GOODS RECEIPT CANNOT BE COMPLETED DUE TO PRICING PLEASE REFER TO BUYER AFTER ADDING COMMENTS.

**Process PO Processing - Global (Exp) - 00000145596**

Hide Options | Hide Detail Pane | Open Comments | Display Image | Set to Obsolete | Rescan | Display Messages | Help

OPEN TEXT | Vendor Invoice Management™ for AP Solutions

Process Options for: Receiver

Post Goods Receipt	Post Goods Receipt	
Reverse Goods Recpt	Reverse Goods Receipt	
Refer for Info	Refer for Information	ZINF_PROVIDER
Refer	Refer to PO Invoice AP Processor	ZPO_APPROC
Refer	Refer to PO Invoice Buyer	ZPO_BUYER
Refer	Refer to Requisitioner	ZREQUISITIONER
Refer	Refer to Receiver	ZRECEIVER

Basic Data | Line Items | Accounting | Tax | Process | Other Data

**Manual Check Needed / Missing Data for Indexing Lines (PO)**

**Vendor Data**

Vendor Number: 307404 | Display Vendor | Part. Bank Type: | Bank name: xxx | Bank Account: 53370604572 | Bank number: 5337 | Display Bank | IBAN: NO8753370604572 | Reference: | Street / House No: Stokkastrandvegen 85 | Country / Region: NO | Postl Code / City: 5578 NEDRE VATS | PO Box: | Group: |

**Recipient Data**

Company Code: 1110 | Swisslog Logistics | Street / House No: Enterprise Drive 161 | Country / Region: US VA | Postl Code / City: 23603 Newport News | PO Box: |

**Invoice Data**

Trans./event: Invoice | Reference Number: CIN/129893 | Document Date: 01/23/2019 | Supply Date: 01/23/2019 | Auto-Calculate Tax: | Gross Amount: 704.30 USD | Tax Amount: 0.00 | Unpl. del. csts: 0.00 | Freight Amount: 38.30 | PO Number: 4500140130 | DN List: | PO List: | Balance: 0.00 | Tax Code: IO | Tax Rate: 0.000

**AutoStore**

AutoStore AS  
Stokkastrandvegen 85  
5578 Nedre Vats  
NORWAY  
Phone: +47 52 78 35 00  
Enterprise: NO 974 533 014 MVA  
VAT-no: NO 974 533 014 MVA

8328 - Oskar Benjamin Kringlebotten  
oskar.benjamin.kringlebotten@autostoresystem.com  
Phone: 52763651

Swisslog Logistics, Inc  
161 Enterprise Drive  
23603 Newport News, VA  
USA

Account : 10766  
Delivery terms : FCA Koszalin (Incoterms 2010)  
Due date : 24.03.2019  
Pay terms : 60 days net  
Shipped by : TNT GLOBAL EXPRESS  
Your ref : Margherita Reece  
Our no : CSA/113365  
Yourno : 4500140130  
Originating document : COA/122602  
Our ref : 8328 Jaroslaw Kemus

**INVOICE**

Invoice No.: CIN/129893  
Date: 23.01.2019  
Page: 1 of 1

Item	Quantity	Reference	VAT%	Price	Amount
1	1 Pcs	AS-35018 CPU Board Youritm: 4500140130 Original Order Confirmation: COA/122602-1 Reference no.: CSA/113365-1 Delivery date: 2019.01.23 Mfr: AUTOSTORE Origin: NO EUtaric: 8473.30.20.00	0,00	666,00	666,00
Ship to: Swisslog Logistics Inc 161 Enterprise Drive US - 23603 - Newport News - VA USA			Freight 38,30		
Total weight: 0.3 kg Volume: 0.002464 m3 Packages: 1			Sum USD 704,30		
<b>Total USD</b>			<b>704,30</b>		

Remarks:  
case 12843 - warranty  
AUT-PL CSA/108964

Autostore terms of sale and delivery to apply.

Please be aware of our new bank accounts for the different currencies.

# AGENT ROLE: ZPO/ZPNO\_APPROVER [APPROVER]

IN THE APPROVER ROLE THE EXPECTATION IS FOR THE USER TO REVIEW, CONFIRM AND APPROVER THE INVOICE FOR POSTING AND PAYMENT. THE INVOICE HAS BEEN MATCHED TO THE RELATED PO OR CODED TO THE RELEVANT COST CENTER OR WBS ELEMENT. THE APPROVER CAN EDIT THE GL ACCOUNT, ITEM AMOUNT, TAX JURISDICTION, WBS ELEMENT, OR COST CENTERS PRIOR TO APPROVAL IF THE ENTERED DETAIL IS INCORRECT.

**Approve Invoice 1900043913**

Show Detail Pane | SAP Invoice | Unified Dashboard | Add Attachment | Display Image | Display Attachments | View Log

OPEN TEXT | Vendor Invoice Management™ for SAP® Solutions

**Invoice Summary** | Additional Details

**Special Handling Instructions**

Vendor: 0000307109 United Rentals (North America), Inc | Document ID: 111386  
 Vendor Invoice #: 50391582-001 | Payment Terms: 2009  
 Company Code: 1110 | Invoice Date: 27.09.2017 | Due Date: 27.10.2017  
 Invoice Amount: 774,26 | Tax Code: I1 | Auto-Calcul Tax:   
 Net Amount: 774,26 USD | Credit Memo:  | Tax Amount:

VAT balance: 0,00 | Balance: 0,00

Please Enter or Change G/L Account Information

St...	G/L Acc	Short Text	Cost Ctr	D/C indic.	Item Amount	Percentage	T..	Tax Jur.	WBS Elem.
	400600	External services		Debit	673,00	86,92	I0	4770004301	P-006340.02.01.C
	400600	External services		Debit	41,25	5,33	I0	4770004301	P-006340.02.01.C
	400600	External services		Debit	60,01	7,75	I0	4770004301	P-006340.02.01.C
				Debit			I1		
				Debit			I1		
				Debit			I1		
				Debit			I1		

Time Zone: CET

Approver	Time Stamp	Logged Action	D..	D..	Comments Summary
WF-BATCH	19.11.2018 19:44:27	Invoice submitted for Approval			
D4CHAPJ1	08.11.2018 15:59:16	DP process step			PLEASE REVIEW AND ADVISE IF THIS REL
D4JOHNL	03.10.2018 15:35:32	DP process step			10-3-18 I have no clue what this is. Must be
D4DONOK	28.09.2018 17:35:39	DP process step			provide PO to process

Add Comments | Inquire | Approve | Reject | Forward | Return to Inbox

# HOW TO APPROVE

- IF ANY CHANGES ARE MADE PLEASE SAVE THOSE CHANGES PRIOR TO APPROVAL BY CLICKING ON THE BLUE DISK / POST ICON AT THE TOP OF YOUR SCREEN.
- COMMENTS CAN BE ADDED BUY USING THE “ADD COMMENTS” BUTTON SHOULD THE DETAIL NEED TO BE EDITED BY AP, ROUTED TO ANOTHER APPROVER OR IS BEING REJECTED

**Approve Invoice 1900043913**

Show Detail Pane | SAP Invoice | Unified Dashboard | Add Attachment | Display Image | Display Attachments | View Log

OPEN TEXT | Vendor Invoice Management™ for SAP® Solutions

Invoice Summary | Additional Details

**Special Handling Instructions**

Vendor: 0000307109 United Rentals (North America), Inc | Document ID: 111386  
 Vendor Invoice #: 50391582-001 | Payment Terms: 2009  
 Company Code: 1110 | Invoice Date: 27.09.2017 | Due Date: 27.10.2017  
 Invoice Amount: 774,26 | Tax Code: I1 | Auto-Calcul Tax:   
 Net Amount: 774,26 USD | Credit Memo:  | Tax Amount: 0,00  
 Expense Type: MA-Management Approval

VAT balance: 0,00 | Balance: 0,00

St...	G/L Acc	Short Text	Cost Ctr	D/C indic.	Item Amount	Percentage	T..	Tax Jur.	WBS Elem.
	400600	External services		Debit	673,00	86,92	I0	4770004301	P-006340.02.01.0
	400600	External services		Debit	41,25	5,33	I0	4770004301	P-006340.02.01.0
	400600	External services		Debit	60,01	7,75	I0	4770004301	P-006340.02.01.0
				Debit			I1		
				Debit			I1		
				Debit			I1		
				Debit			I1		

Time Zone: CET

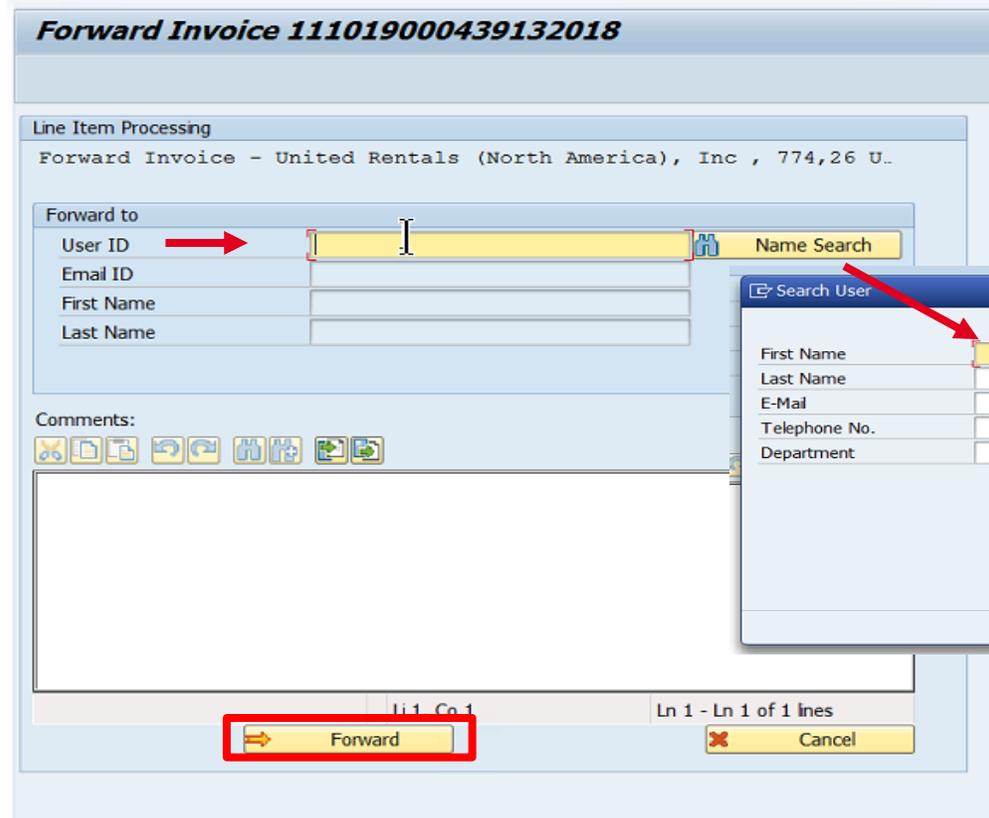
Approver	Time Stamp	Logged Action	D..	D..	Comments Summary
WF-BATCH	19.11.2018 19:44:27	Invoice submitted for Approval			
D4CHAPJ1	08.11.2018 15:59:16	DP process step			PLEASE REVIEW AND ADVISE IF THIS REL
D4JOHNL	03.10.2018 15:35:32	DP process step			10-3-18 I have no clue what this is. Must be
D4DONOK	28.09.2018 17:35:39	DP process step			provide PO to process

Add Comments | Inquire | Approve | Reject | Forward | Return to Inbox



# HOW TO APPROVE

WHEN THE USER IS NOT THE CORRECT APPROVER THE TRANSACTION CAN BE FORWARDED BY SELECTING THE FORWARD BUTTON ON THE MAIN SCREEN. THE FORWARD INVOICE SCREEN WILL POPULATE. THE USER ID OF THE CORRECT APPROVER CAN BE ENTERED ALONG WITH COMMENTS ADVISING NEXT USER OF REASON FOR FORWARDING. **\*\*THE NAME SEARCH FEATURE CAN BE USED IF THE USER ID [D4/H4] IS UNKNOWN\*\***



ONCE THE NEXT USER HAS BEEN CORRECTLY POPULATED SELECT FORWARD TO TRANSFER TRANSACTION FROM THE CURRENT WORKFLOW TO THE INTENDED USER'S WORKFLOW.

# HOW TO APPROVE

IN SOME CASES AN ADDITIONAL APPROVAL IS REQUIRED. AFTER CLICKING ON THE APPROVE BUTTON ON THE MAIN SCREEN A SECONDARY SCREEN WILL OPEN. THE NAME OF THE NEXT APPROVER WILL POPULATE. IF THE USER ID IS INCORRECT THE FIELD CAN BE EDITED TO SEND IT TO THE CORRECT USER. WHEN THIS HAS BEEN CORRECTLY UPDATED CLICK ON THE APPROVE BUTTON TO MOVE THE TRANSACTION TO THE NEXT APPROVER. **\*\*NOTE: ADD COMMENTS THAT WILL ASSIST THE NEXT APPROVER TO QUICKLY REVIEW AND APPROVE THE INVOICE TRANSACTION.\*\***

7109 United Rentals (North America), Inc Document ID 111386  
 82-001 Payment Terms 2009  
 Invoice Date 27.09.  
 Tax Code I1  
 Credit Memo

USD

Management Approval

VAT balance: 0,00 Balance

Cost Ctr	D/C indic.	Item Amount	Percentage	T..	Tax Jur.
	Debit	673,00	86,92	I0	477000
	Debit	41,25	5,33	I0	477000
	Debit	60,01	7,75	I0	477000
	Debit			I1	
	Debit			I1	
	Debit			I1	
	Debit			I1	

Time Stamp	Logged Action	D..	D..	Com
19.11.2018 19:44:27	Invoice submitted for Approval			
08.11.2018 15:59:16	DP process step			PLEAS
03.10.2018 15:35:32	DP process step			10-3-
28.09.2018 17:35:39	DP process step			provi

### Approve Invoice 111019000436772018

Line Item Processing

Choose Next User

User ID: WINSTON.JONES

Email ID: WINSTON.JONES@SWISSLOG.COM

First Name: WINSTON

Last Name: JONES

Comments:

Li 1, Co 1 Ln 1 - Ln 1 of 1 lines

IF AN ADDITIONAL APPROVER IS NOT REQUIRED THE SECONDARY SCREEN IS SIMPLY A CONFIRMATION SCREEN TO ENSURE THE USER WANTS THE INVOICE POSTED AND PAID. SELECT APPROVE ON THIS SCREEN TO COMPLETE THE APPROVAL.

# REJECTING INVOICES

## ■ DO NOT UTILIZE THE REJECT FUNCTION

Approver	Time Stamp	Logged Action
REQUESTER1	30.10.2012 05:34:28	Financial Information Entered a...
WF-BATCH	30.10.2012 05:33:39	Invoice submitted for Approval

Buttons: Add Comments, Refer, Approve, ~~Reject~~, Forward

USING THIS FUNCTION REMOVES ALL EDIT AND UPDATE CAPABILITIES – AP WILL NO LONGER BE ABLE TO MAKE CHANGES OR REMOVE THE ITEM FROM THE WORKFLOW

- ADD COMMENTS
- BE SURE TO SAVE PRIOR TO EMAILING AP



PROVIDE DETAILS REGARDING THE REASON FOR NON-PAYMENT AS WELL AS ANY ACTIONS BEING TAKE FOR CORRECTION (I.E CREDIT MEMO, REBILL, ETC)

## ■ EMAIL AP

Use the subject line: “Invoice to be Removed from Workflow”

In the body please include:

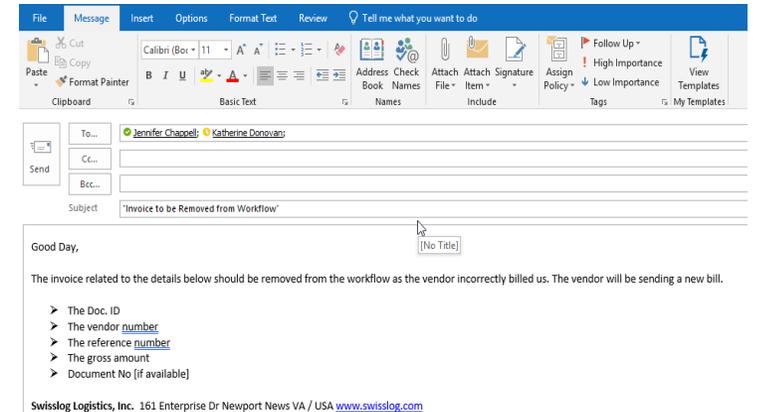
The Doc. ID

The vendor number

The reference number

The gross amount

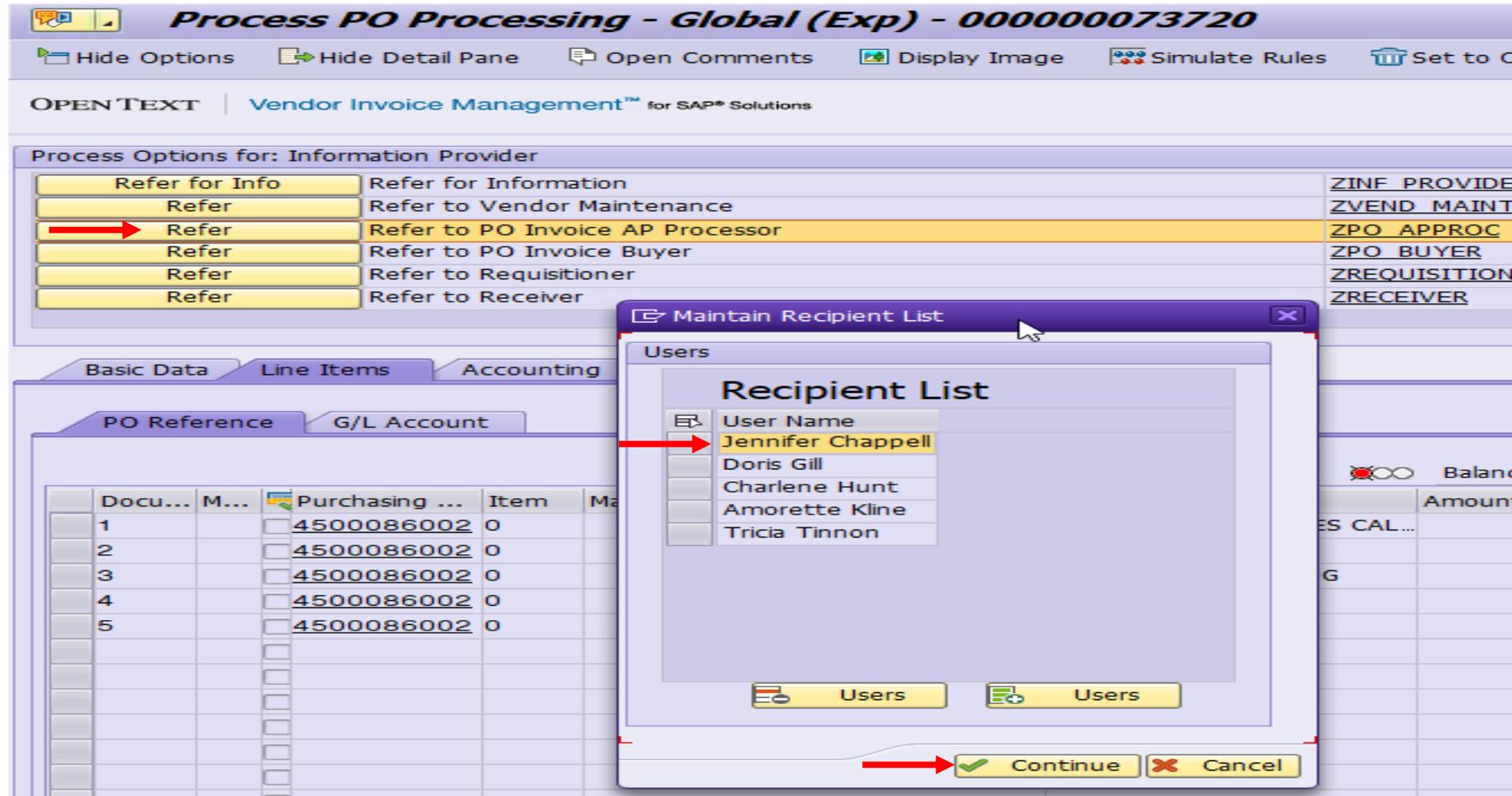
Document No [if available]



PROVIDE ALL NECESSARY DETAILS TO AP – AP WILL RECALL THIS ITEM IF IT NEEDS TO BE REMOVED FROM THE WORKFLOW OR RE-ROUTED TO ANOTHER USER

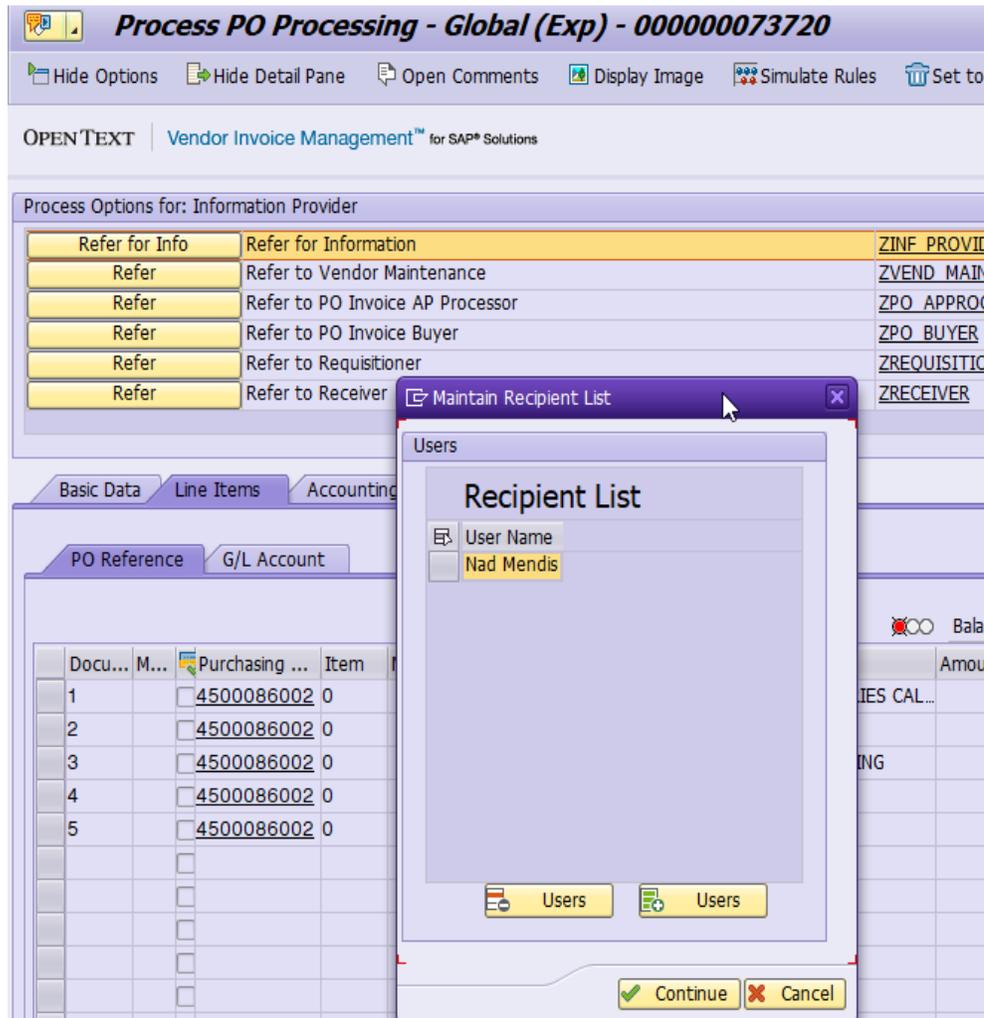
# REFERING ITEMS IN VIM TO THE AP PROCESSOR

- SELECT REFER TO PO / NPO PROCESSOR
- SELECT AN AP PROCESSOR [JENNIFER CHAPPELL / KATHERINE DONOVAN]
- CLICK CONTINUE

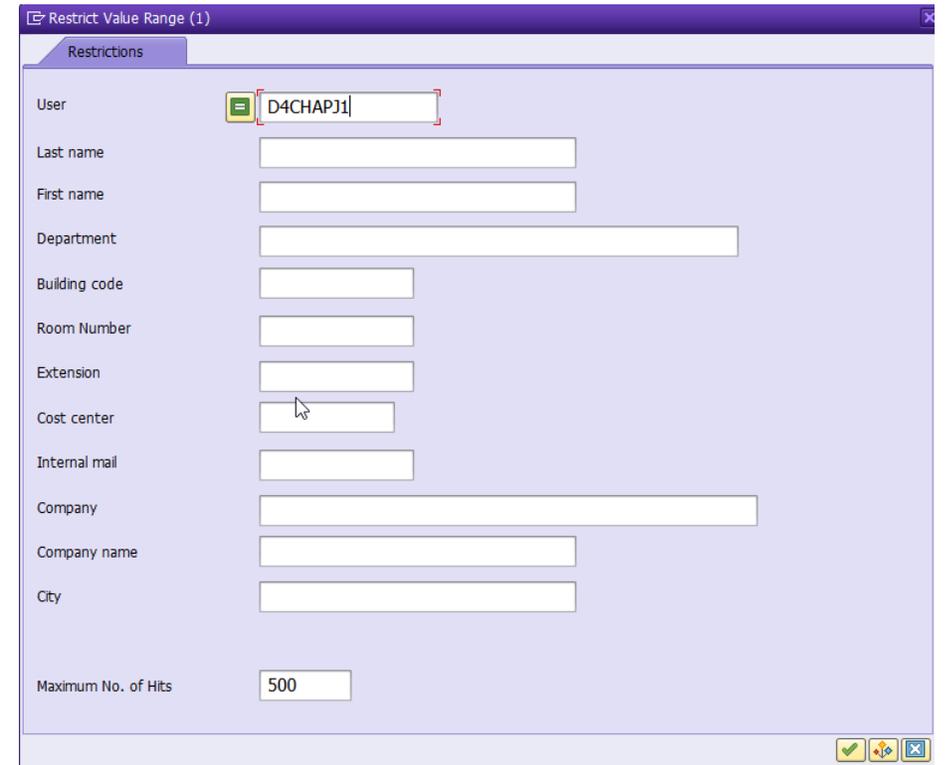


# REFERING ITEMS IN VIM TO ANOTHER USER

- SELECT THE RELEVANT REFERAL BUTTON
- SELECT THE GREEN USER BUTTON WITH THE PLUS SIGN



- ENTER THE USER "D4" OR H4"  
**\*\*\*IF THIS DETAIL IS UNKNOWN THE LAST NAME OF THE INTENDED USER CAN BE ENTERED**

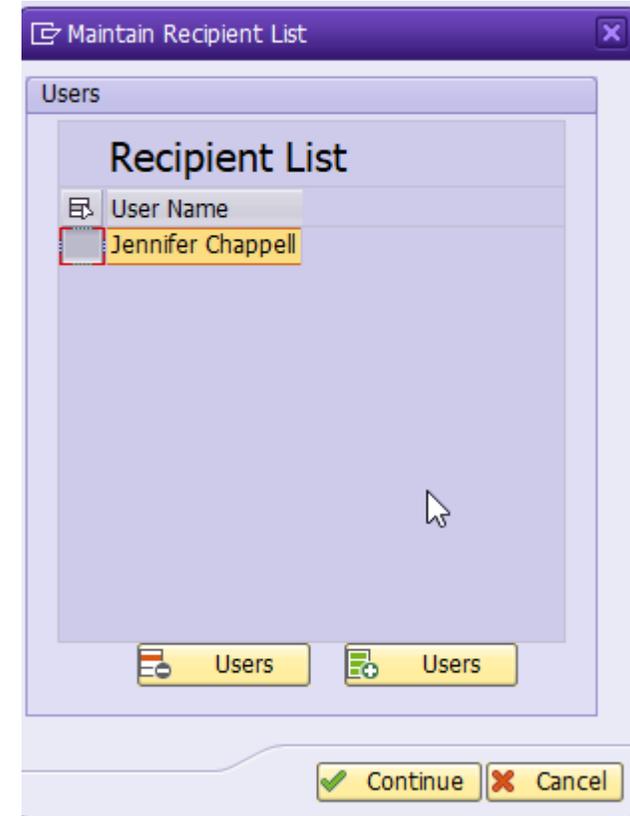


# REFERING ITEMS IN VIM TO ANOTHER USER

- THE USER NAME WITH POPULATE
- CLICK THE GREEN CHECK MARK



- CLICK THE BOX NEXT TO THE USER NAME
- SLECT CONTINUE



- REMOVE ANY OTHER RECEIPT NAMES



YOU CAN ALSO USE THE RE-ROUTE ICON ON THE VIM WORKPLACE SCREEN

If you have provided the information needed for AP to process the invoice, you MUST REFER/RE-ROUTE THE INVOICE BACK TO AP PROCESSOR after adding a comment with the requested information

Company Code, Vendor, Name, Reference, Document Date, Incoming Date, Document ID, Currency, Gross invoice amount, Channel ID, Document Status

1. Click this icon to re-route

Icons for search, print, and bulk actions. Includes 'Show: All' and 'Choose Bulk Action' dropdown.

All Inbox (544 Hits)

Table with columns: Ex, Doc, Co, Doc, Documen, Vendor, Name 1, Current Role, Current Agent, Reroute, Recall, Reference, Exception Reason. Contains multiple rows of invoice data.

Process Re-Routing dialog box. Includes sections for Process Type Selection and Role Selection. Current Process Type is '920 Invalid Vendor VAT Number (PO)'. New Role dropdown is open, showing options like 'ZPO\_APPROC PO AP Processor - Document Processing'.

2. Select drop down arrow for "New Role" options

3. (a) Select "ZPO\_APPROC" to re-route PO items back to AP Processor

3. (b) Select "ZNPO\_APPROC" to re-route Non-PO items back to AP Processor

Image, Line Items, History, Comments, Actual Agents buttons.

Changed By :D4DONOK
Changed On : 01/03/2019 16:06:03
not our company code project number. emailed geyscha to advise

Process Comments section with icons and 'Li 6, Co 1' text.

COMPLETING THE RE-ROUTE FUNCTION

**VIM Workplace – All Users View**

Hide Selection Pane Hide Detail Pane Switch Work View Configure Team Scan

OPENTEXT Vendor Invoice Management™ for SAP® Solutions

Select the box next to either Jennifer Chappell or Katherine Donovan

Company Code to Document Date  
Vendor Incoming Date  
Name Due Date  
Reference Document Id

Maintain Recipient List

Users

Recipient List

- User Name
- Jennifer Chappell
- Katherine Donovan
- Doris Gill
- Charlene Hunt
- Amorette Kline
- Sherrie MacAllister
- Tricia Tinnon

Users Users

Select "Continue"

Continue Cancel

Current Role	Current Agent	Reroute	Recall	Reference	Exception F
ZINF_PROVI..	D4STEWB			MX07007124	Invalid Tax
ZINF_PROVI..	D4STEWB			MX06996098	Invalid Tax
APPROVER	D4KEENC			384201	
APPROVER	D4TANNS			12312018	Approval Re
ZPO_APPROC	D4CHAPJ1			254138	Invalid Tax
ZNPO_APPR..	D4DONOK			383.24	Invalid Ven
ZPO_APPROC	D2LAULA			18084	Vendor Mis
APPROVER	D4TANNS			5047	
ZINF_PROVI..	D4WILSP			665875	Invalid Tax
APPROVER	D4FOXFR			664957	
APPROVER	D4HEBRS			31243	
ZPO_APPROC	D4CHAPJ1			331921	Manual Che
APPROVER	E2TRIPN			2018-037	Approval Re
ZREQUISITI..	D4NUTTJ			SI198886	Vendor Mis

COMPLETING THE RE-ROUTE FUNCTION

**Edit Comments 000000139332**

Current Comments

This comment box will populate even if you have already entered a comment prior to re-routing: you may type "see comments"

Save Cancel

Select "Save" to complete the re-routing action

Doc. ...	Co. ...	Doc. ...	Docu ...	Exception Reason
1393				Invalid Tax Info (PO)
1376				Invalid Tax Info (PO)
1437			5100	
1422			1900	Approval Required
1437				Invalid Tax Info (PO)
1315				Invalid Vendor ( NPO)
1405				Vendor Mismatch (PO)
1422			5100	
1392				Invalid Tax Info ( NPO)
1326		5100180		
1412		5100185	313646	
1437			313634	
1355		1900044	313579	
94131			313549	

## COMPLETING THE RE-ROUTE FUNCTION

The screenshot displays a software interface with a table of items. A red-bordered box highlights a message: "If you see this message at the bottom left hand corner of your screen, you have successfully re-routed the item". A red arrow points from this message to a confirmation box at the bottom left of the screen that reads "Re-Routing successfully executed".

	1257..			313096	Caljan Rite-Hite Inc
	1257				Caljan Rite-Hite Inc
	1430..			312880	SC NOVI
	1432			312499	Stature Electric, Inc

Re-Routing successfully executed

## COMMON ERRORS

- ERROR IN DETERMINING NEXT APPROVER / THE NEXT APPROVER IS NOT SPECIFIED

*Typically, a discrepancy in the chart of authority set up. The amount or type of expense may require an additional approval and the secondary user has not been assigned.*

Messages	
TYPE	MESSAGE
Error	Error in determining the next approver.

- POSTING DATES ARE IN DIFFERENT FISCAL YEARS

*Invoices that have document / invoice dates outside of the current month will not generate an error for the approver but require additional processing steps to complete posting. Invoices with document / invoice dates in a different year will generate an error. Both errors are warnings that do not prevent approvals. Additional steps by Accounts Payable are required to complete processing.*

Messages	
TYPE	MESSAGE
Warning	Warning: Document date and posting date are in different fiscal years

## COMMON ERRORS CONT'D

- NO CHART OF AUTHORITY SETTINGS MAINTAINED

*The WBS element or cost center has not be set up or has been removed from the chart of authority. Therefore, no approval hierarchy or authorizations exist to allow system processing.*



- POSTING ONLY POSSIBLE WITH ZERO BALANCE

*Invoices cannot be posted unless they are balanced to zero. The error typically appears when there are tax discrepancies auto-generated by the system processing the invoice data in the background. Accounts Payable cannot send the invoice until it is balanced – the error tends to show up after it has populated in the user's box. The error prevents approval.*

Error: Posting is only possible with a zero balance; correct document

# TROUBLESHOOTING

- Error in determining next approver / The next approver is not specified
- Document date and posting date are in different fiscal years
- No chart of authority settings maintained
- Posting only possible with zero balance

*Take a screenshot of the error and send the detail to the Accounting Manager, Geysa Quesada, as well as the relevant Finance Project Controller. Email should include the WBS element / cost center that the invoice is being charged against, the approver, the approver's supervisor's name, and the invoice information [date, number, amount]. If any changes regarding cost center ownership or project managers have changed, please note the name of the original approver as well as the name of the new approver. The chart of authority details will be updated by Finance. Once the update is complete notification will be sent to the user who can then approve the invoice.*

*The system will not prevent approval. Please approve and enter through the errors. The transaction will be routed back to Accounts Payable for additional review and processing to complete posting.*

*Take a screenshot of the error and send the detail to the Accounting Manager, Geysa Quesada, as well as the relevant Finance Project Controller. Email should include the WBS element / cost center that the invoice is being charged against, the approver, the approver's supervisor's name, and the invoice information [date, number, amount]. The chart of authority details will be validated and updated by Finance. Once the update is complete notification will be sent to the user who can then approve the invoice.*

*Editing options are available to an approver. When the error is generated by auto-calculation of tax based on the jurisdiction, the user can update the jurisdiction or confirm tax detail as it has been entered to complete the approval.*

## FINANCE CONTACTS FOR VIM ASSISTANCE

**Invoice Submission**

[1110@apinvoice.swisslog.com](mailto:1110@apinvoice.swisslog.com)

**Inquiries**

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**Accounts Payable Specialist**

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757-820-4425

**Senior Accounts Payable Specialist**

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**Accounting Manager (for escalation)**

Geysha Quesada

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**VP Finance & Controller (for escalation)**

Stephen Jutz

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