

# IBM Brazil Web Order & Invoice (WOI) Enablement Electronic Invoicing Education & Training Suppliers





# **Education Objectives**

- Provide an overview of the WOI invoicing process flow
- Explain the benefits of WOI invoicing
- Review the Brazil WOI invoice fields
- Demonstrate the Brazil WOI functions:
  - ✓ Create Invoice from PO
    ✓ Save Invoice as Draft
    ✓ Save Invoice as Default
    ✓ Submit Invoice
    ✓ Print Invoice
    ✓ Identify Invoice Status
    ✓ View Invoice Rejection
- Identify WOI Help Resources
- Summarize key points
- Answer questions from suppliers



## What is Web Order & Invoice (WOI)?

- WOI (Web Order and Invoice) is a strategic IBM web-based, object oriented, GWA application that primarily supports distribution of purchase orders to suppliers, purchase order acceptance, invoice generation and routing to buying companies, remittance advices, and tax reporting
- WOI is accessed via the IBM Supply Portal → <u>https://www-304.ibm.com/procurement/esi/</u>





# **Benefits of WOI Invoicing**

#### **Overview**

- IBM strategy is to deploy Smart Planet technologies and e-business processes across all functions of the corporation
- Increasing demand for supply chain environmental sustainability is driving the need for improved capability and integration of global standardized processes and tools
- WOI (Web Order & Invoice) is IBM's Global strategic tool for electronic purchase order and electronic invoicing transmission
- **WOI** is deployed globally in 45 countries
- Brazil market growth has led to increased invoice volumes

#### **Benefits of WOI Invoicing**

- Increased Security access control, integrated security in application
- > Paper can be copied, altered, forged

Electronic transaction is secure, encrypted & digitally signed

- Meet all Brazil tax reporting and fiscal requirements
- Accuracy invoice created directly from PO with minimum data entry by supplier
- Speed invoice transmitted via Internet and received by accounts payable within 24 hours
- Environmental saving of trees and reduction of carbon emissions
- Cost eliminate postage/delivery and inefficient manual processing
- Control automatic notification of invoice receipt by IBM and rejection letter to supplier

ELECTRONIC BUSINESS - a Smart solution for Purchasing, Suppliers, Accounts Payable, Tax, and Government



## **Brazil WOI Process Flow**

**Supplier** 



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# **Brazil WOI Invoice – IBM Companies**

Company Name	CAAPS Country Code	CAAPS Company Code
IBM Brasil - Máquinas, Indústria e Serviço Ltda.	631	01
Banco IBM S.A.	631	02
Fundação Previdênciaria IBM	631	06
Toshiba Global Comérico de Soluções para Varejo (Brazil),Ltd	631	60



# **Brazil Invoice Types**

Invoice Type	Invoice Title	Method of invoicing	Reference Suffix	Tax Code
Domestic Goods Invoice	Nota Fiscal	Submit paper	WO	DG
Domestic Goods Credit	Carta de Credito	Submit paper	W1	DG
Domestic Services Invoice	Nota Fiscal	WOI	W2	DS
Domestic Services Credit	Carta de Credito	WOI	W3	DS
Commercial Document	Fatura Commercial	WOI	W4	CD
Commercial Document Credit	Carta de Credito	WOI	W5	CD
Foreign Goods/Services Invoice	Invoice	WOI	W6	FI
Foreign Goods/Services Credit	Credit	WOI	W7	FI



# **Brazil WOI Invoice – Fiscal Requirements**

#### • The following fields have been created in WOI to meet Brazil specific Fiscal requirements:

Field	Description	Usage
RPS	Supplier RPS (Recibo Provisorio de Servico) number is a type	Optional
	of "proforma" invoice number	[domestic services]
Product Access Code	The Access Code (Chave De Acesso) is a 44 numeric digits	Optional
	defined by the supplier for all domestic goods invoices associated with a e-NF	[domestic goods]
Product Authorization	<b>Authorization</b> The Authorization Code ( <i>Protocolo De Autorização De Uso</i> ) is	
Code	assigned by the Brazil Government after the e-NF is approved	[domestic goods]
Services Authorization	Authorization The Authorization Code (Código de Autenticidade) is assigned	
Code	by the Brazil Government after the electronic services invoice is approved	[domestic services]
Product Tax Code	The Product Tax Code or NCM/SH, is the Portuguese	Mandatory
	abbreviation for MCM/HS and is used for classifying products	[domestic goods]
Service Tax Code	The Service Tax Code [Código de Serviço] is used to classify	Mandatory
	the type of services	[domestic services]
Tax Status Code	The CST is a 3 digit numeric code which is based on the origin	Mandatory
	of the goods and the ICMS taxation	[domestic goods]
Transaction Code	The CFOP (Código Fiscal de Operações e Prestações) is a tax	Mandatory
	code of operations and supply of goods entry and purchase of goods and services	[domestic goods & services]



# Brazil WOI Invoice – Special Field Requirements

Field	Description	Usage
Supplier invoice date	This field must match the date of the Nota Fiscal, but appears with a default of the current date. Change this date to the Nota Fiscal date.	Mandatory [all types]
Original invoice number	Original invoice number on a credit must have the suffix included	Mandatory
	(-W2, -W4, -W6).	[credits]
Invoice item quantity	Currently, 7 decimals are allowed in the invoice quantity field, which allows the invoice item total calculation to match the Nota Fiscal total. After May 2013, only 5 decimals will be allowed, and a new field called Control Total Invoice Amount will be mandatory.	Mandatory



### Brazil WOI Invoice – Currency & Exchange Rate

- The local currency of Brazil is Reais (BRL)
- All invoices from domestic suppliers must be issued in BRL
- The "offer" exchange rate from the previous business day must be obtained via the following Brazil Central Bank Government website:

→ <u>http://www.bcb.gov.br/</u>

and input by domestic suppliers when the PO is not in BRL

- The following foreign currencies have been configured in WOI:
  - 1. United States Dollar (USD)
  - 2. Canadian Dollar (CAD)
  - 3. Euro (EUR)
- The invoice currency must match the currency of the PO for all foreign suppliers
- The exchange rate field will be hard-coded as 1.00 for both domestic and foreign suppliers when the PO is in BRL



### Brazil WOI Invoice – Name & Addresses

The following addresses have been configured in WOI:

Field	Description				
Invoice Issuer Name &	The invoice issuer name and address fields are defaulted from the PO				
Address	<ul> <li>Each of the valid addresses setup in CAAPS are provided for selection by the supplier via drop-down selection</li> </ul>				
	<ul> <li>The CAAPS fields containing the string of text "supplier name + address line 1 + address line 3 + the first six characters of address line 4" are displayed</li> </ul>				
IBM Bill-To Name & Address	The bill-to name and address fields are configured based on the branch location associated to the company code of the PO				
	The supplier is not be able to edit these fields				
IBM Ship-To Name &	The ship-to name and address fields are defaulted from the PO				
Address	The supplier is not be able to edit these fields				
IBM Ship-To State Code	<ul> <li>The two character ship-to state code will be automatically displayed based on the PO and cannot be edited by the supplier</li> </ul>				
Supplier Ship-From Name & Address	<ul> <li>The ship-from name and address fields are mandatory input fields by the supplier</li> </ul>				
Supplier Ship-From State Code	<ul> <li>The two character ship-from state code will be selected by the supplier for all domestic goods/services invoices and commercial documents</li> </ul>				
Municipality	<ul> <li>The municipality is the city in Brazil where the supplier is located and is a mandatory input for all domestic services invoices and commercial documents</li> </ul>				



# Brazil WOI Invoice – Tax Registration Numbers

The following tax registration numbers have been configured in WOI:

Field	Description
Supplier CNPJ	<ul> <li>The Cadastro Nacional da Pessoa Jurídica (CNPJ) is the Brazil Federal Tax Identification Number and is a mandatory input field for all domestic invoices</li> </ul>
IBM CNPJ	<ul> <li>The IBM CNPJ is displayed for all invoice types and is automatically populated on the invoice based on the branch location associated to the company code of the PO</li> </ul>
Supplier IE	<ul> <li>The Inscrição Estadual (IE) is the Brazil State Tax Identification Number and is a mandatory input field for all domestic goods invoices and optional for all domestic services invoices and commercial documents</li> </ul>
IBM IE	<ul> <li>The IBM IE is displayed for all invoice types and is automatically populated on the invoice based on the branch location associated to the company code of the PO</li> </ul>
Supplier IM	<ul> <li>The Inscrição Muncipal (IM) is the Brazil Municipal Tax Identification Number and is mandatory input field for all domestic services invoices and optional for all domestic goods invoices and commercial documents</li> </ul>
IBM IM	<ul> <li>The IBM IM is displayed for all invoice types and is automatically populated on the invoice based on the branch location associated to the company code of the PO</li> </ul>



## Brazil WOI Invoice – Amounts & Taxes

• The following invoice and tax amounts have been setup in WOI:

Field	Description
PO Unit Price	The PO unit price is inclusive of all taxes (ICMS, IPI & ISS)
ICMS Tax Amount	<ul> <li>The ICMS Tax Amount is a mandatory input field on all line items for domestic goods invoices</li> </ul>
IPI Tax Amount	<ul> <li>The IPI Tax Amount is a mandatory input field at the header level for all domestic goods invoices</li> </ul>
	The IPI Tax Amount is shown separately from the Invoice Tax Total
ISS Tax Amount	<ul> <li>The ISS Tax Amount is a mandatory input fieldon all line items for domestic services invoices</li> </ul>
Item Net Amount	<ul> <li>The Item Net Amount will be automatically calculated by multiplying the Quantity x PO Unit Price (less the ICMS/ISS Tax Amounts)</li> </ul>
Item Total Amount	<ul> <li>The Item Total Amount will be automatically calculated by multiplying the Quantity x PO Unit Price</li> </ul>
Invoice Gross Amount	<ul> <li>The Invoice Gross Amount will be automatically calculated by summing up all of the Item Total Amounts</li> </ul>

- IBM will make payment based on the Invoice Total Amount (inclusive of tax)
- The ICMS, IPI, and ISS Tax Amounts are for display / retention purposes on by Corporation



# Brazil WOI Invoice – Blanket PO's & ICMS-ST

- Additional WOI system changes were made to accommodate these types of invoices
- "Blanket PO's" are setup for a total amount to be invoiced against throughout the time period with a set amount defined in the quantify field with a constant unit price of 1.00:

							Ajuda
Ite oro	Itens aceitáveis da ordem de compra. Marque para copiar o item da ordem de compra na fatura.						
	Número do item da ordem de compra	Descrição breve	Número do item da fatura	Quantidade da fatura	Unidade de medida	Base de preço unitário	Preço unitário
<b>~</b>	001	SIT CAAPSLA	001	10.00	Unidade (UN)	1.00000	1.0000

- The supplier must input the item amount into the quantify field (up to 5 decimal points) which must be less than or equal to the PO item total
- ICMS-ST occurs when one taxpayer collects and pays ICMS tax on behalf of a third party (producer or retailer) in the supply chain for certain types of products
- Unlike all other taxes which are included in PO unit price, ICMS-ST is setup as a separate line item and will be clearly noted in the description
- ICMS-ST will be billed the same as "Blanket PO's" with the ICMS-ST amount being entered in the quantity field for the line item with a constant unit price of 1.00
- When billing ICMS-ST be sure to enter "0.00" as the ICMS amount for that item



# **WOI Help Resources**

#### **WOI User Guide**

- → <u>http://www-03.ibm.com/procurement/proweb.nsf/ContentDocsByTitle/WOI+Help~WOI+User+guide</u>
- Enabling Process Guide
  - Key steps and screen-shots of both PO and Invoice
- Detailed User Guide
  - Overview
  - Logon to WOI
  - Search & Sort Function
  - Purchase Order
  - Purchase Order Acknowledgement
  - Invoices & Credits
  - Check Previous Invoices & Credits
  - Supplier Database Maintenance
  - Administration
- Quick Reference Brochure

#### **IBM Procurement One Place Support Team:**

→ <u>http://www-</u>

03.ibm.com/procurement/proweb.nsf/ContentDocsByTitle/United+States~Procurement+One+Place+Sup port



# **Summary**

- Do not begin using WOI invoicing until receiving confirmation from IBM Procurement
- The WOI invoice must be created after the e-NF is approved by the Municipal Tax Authority (services) or State Tax Authority (products) in order to ensure timely payment from IBM
- All information entered into the WOI Invoice must match the e-NF
- The DANFE must continue to be provided with products to IBM
- The e-NF for services must continue to be e-mailed to IBM
- Item Text must be entered into the WOI Invoice to describe the services performed for IBM
- The Exchange Rate from the Brazil Central Bank Government website is required when invoicing against purchase orders in foreign currency
- All rejected (services) invoices will be transmitted via WOI
- All (products) invoices in error status will be referred to the IBM buyer for resolution with the supplier



**Brazil WOI – Domestic Services Invoice** 

# Fatura de serviços nacionais

#### Brazil WOI – Ordens de compra

After selecting a PO, click-on "Criar fatura a partir da ordem de compra"



![](_page_18_Picture_1.jpeg)

# Brazil WOI – Faturas e créditos : (Nota Fiscal) Definições iniciais

- Select "Data da fatura do fornecedor", "Tipo de fatura", "Transação da fatura", and "Estado de partida"
- Enter the "Taxa de câmbio USD a BRL" from "Banco Central do Brasil" Government website

![](_page_18_Picture_5.jpeg)

![](_page_19_Picture_1.jpeg)

## Brazil WOI – Faturas e créditos : (Nota Fiscal) Opções de Processamento

 Enter "Número da fatura do fornecedor" and select branch location (if there are multiple "Número do fornecedor")

![](_page_19_Picture_4.jpeg)

![](_page_20_Picture_1.jpeg)

#### Brazil WOI – Faturas e créditos : (Nota Fiscal) Opções de Processamento

Select the PO item/s then enter the "Número do item da fatura" and "Quantidade da fatura"

![](_page_20_Picture_4.jpeg)

![](_page_21_Picture_1.jpeg)

- Enter the "Cadastro Nacional da Pessoa Juridica (CNPJ)", "Inscricao Muncipal (IM)", "Código de autorização de serviços" (if e-NF), "Municipalidade"
- Enter the "Nome", "Método de comunicação", and "Número de telefone ou e-mail"

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	Método de	e comunica	ação*	Contato por	E-mail		*					

![](_page_22_Picture_1.jpeg)

# Brazil WOI – Faturas e créditos : (Nota Fiscal) Itens

 Enter the "Quantia de ISS", "Código de imposto de serviço", "Código de autorização de serviços", and "Texto do item da fatura"

![](_page_22_Picture_4.jpeg)

Done

![](_page_23_Picture_1.jpeg)

#### Brazil WOI – Faturas e créditos : (Nota Fiscal) Criar a partir da Ordem de Compra

#### Enter the "Endereço de partida"

![](_page_23_Picture_4.jpeg)

![](_page_24_Picture_1.jpeg)

# Brazil WOI – Faturas e créditos : (Nota Fiscal) Confirmar Submissão

#### Enter the "*Ok e imprimir*"

![](_page_24_Picture_4.jpeg)

![](_page_25_Picture_1.jpeg)

## Brazil WOI – Faturas e créditos : (Nota Fiscal) Versão para impressão

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	Retornar			
Informações básicas da fatura				
Criador da <mark>f</mark> atura	tarun@us.ibm.com			
Data de criação da fatura	maio 9 2011 às 21h13min32s GMT			
Data de chegada da fatura				
Nome para faturamento	IBM Brasil - Máquinas, Indústria e Serviço Ltda. Recife			5
Número da ordem de compra	UUU00078			
Data da ordem de compra	março 6 2011			
Data da fatura do fornecedor	maio 9 2011			
Tipo de fatura	Fatura			
Transação da fatura	Domestic services invoice			
Estado de chegada	Rio Grande do Norte(RN)			
Estado de partida	Sao Paulo(SP)			
Taxa de câmbio - USD a BRL	1.61110			
Número da fatura do fornecedor	WOISERVTEST1-W2			
Moeda 🔹	BRL			
Taxa de câmbio	1.00000 BRL			
Número do fornecedor	00018978 IATE CLUBE DE BRASILIA SCEN 000180			
Recibo provisorio de service (RPS)	RPSTEST1			
Itens da fatura				
Número do item da fatura	001			
Número do item da ordem de compra	001			
Quantidade da fatura	100			
Unidade de medida	Cada (EA)			
Preço unitário	1.6111			
Base de preço unitário	1			
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### Brazil WOI – Faturas e créditos : (Nota Fiscal) Versão para impressão

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IBM Global Procurement: Application help 🔝 🛛 IBM	IBM Faturas e créditos: Nota fisc 🔞	IBM WOI Help: User guide	*	
Quantia de ISS	10.00			
Código de imposto de serviço	17.05			
Descrição breve	DEPOT REPAIR- IBM FRU #'S			
Texto do item da fatura	DEPOT REPAIR- IBM FRU #'S Delivery Address: Company Name: IBM Attention :CLAUDIA WAKABAYASHI St::AV CECI 1850 - SALA A City:BARUERI Country:BR Postal Code:06460-120 Region:RN			
	**ENTER ADDITIONAL TEXT FOR INVOICE ITEM**			
Total da fatura	78			
	Moeda (BRL)			
Total de itens da fatura	161.11			
Valor dos impostos	0.00			
Total da fatura	161.11			
Informações sobre impostos da empresa	compradora			
Cadastro Nacional da Pessoa Juridica (CNPJ)	33.372.251/0012-09			
Inscricao Estadual (IE)	0351994-58			
Inscricao Muncipal (IM)	395,264-9			
Informações sobre impostos do forneced	or			
Cadastro Nacional da Pessoa Juridica (CNPJ)	33.733.251/0012-00			
Inscricao Estadual (IE)	8881994-78			
Inscricao Muncipal (IM)	395.222-9			
Código de autorização de serviços	11111222222222222			
Municipalidade	Sao Paulo			
Contato Administrativo				
Nome	Fornecedor Nome			
Método de comunicação	Contato por E-mail			
Número de telefone ou e-mail	for@email.com			
Endereço do emissor da fatura				_
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![](_page_27_Picture_1.jpeg)

## Brazil WOI – Faturas e créditos : (Nota Fiscal) Versão para impressão

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Número de telefone ou e-mail	for@email.com			
Endereço do emissor da fatura				
País/Região	Brasil(BR)			
Nome/Endereço	IATE CLUBE DE BRASILIA			
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Endereco para cobranca				
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Nome/Endereço	IBM Brasil - Máquinas, Indústria e Servico I tda			
Nome2	Rua General Goes Monteiro 334			
Endereco1	Imbiribaira			
Endereçoi	Indirideira			
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Endereços				
Endereço de chegada				
País/Região	Brasil(BR)			
Nome/Endereço	IBM			
Nome2	CLAUDIA WAKABAYASHI			( T
Endereço1	AV CECI 1850 - SALA A			
Endereço2				
Endereço3				
Endereço4				
Endereço de partida				
País/Região	Brasil(BR)			=
Nome/Endereço	IATE CLUBE			
Nome2				
Endereço1	Sao Paulo			
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![](_page_28_Picture_1.jpeg)

Brazil WOI – Credit

# Carta de credito

![](_page_29_Picture_1.jpeg)

### Brazil WOI – Faturas e créditos : (Carta de credito) Definições iniciais

Select "credito" as the "Tipo de fatura" and all other required fields as with the invoice

![](_page_29_Picture_4.jpeg)

![](_page_30_Picture_1.jpeg)

#### Brazil WOI – Faturas e créditos : (Carta de credito) Opções de Processamento

 Enter "Número da fatura do fornecedor" (credit number) and select branch location (if there are multiple "Número do fornecedor")

![](_page_30_Picture_4.jpeg)

© 2012 IBM Corporation

![](_page_31_Picture_1.jpeg)

#### Brazil WOI – Faturas e créditos : (Carta de credito) Opções de Processamento

Select the PO item/s then enter the "Número do item da fatura" and "Quantidade da fatura"

![](_page_31_Picture_4.jpeg)

![](_page_32_Picture_1.jpeg)

#### Brazil WOI – Faturas e créditos : (Carta de credito) Opções de Processamento

Select the "Data da fatura original" then enter the "Número da fatura original" (followed by "-W2" if Fatura de serviços nacionais) and the "Razão para crédito"

![](_page_32_Picture_4.jpeg)

![](_page_33_Picture_1.jpeg)

Brazil WOI – Rejected Invoice

# Faturas rejeitadas

![](_page_34_Picture_1.jpeg)

#### Brazil WOI – Faturas rejeitadas

Select the Rejected Invoice and click-on "Visualizar formato di impressão"

![](_page_34_Picture_4.jpeg)

![](_page_35_Picture_1.jpeg)

### Brazil WOI – Faturas rejeitadas

• View the "Comentários" and take appropriate action to correct and resubmit the invoice

🕹 IBM Faturas rejeitadas - Versão para impressão - Mozilla Firefox				
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Esturas rejeitadas				
Faturas rejeitadas				
versao para Impressao				
Esta transação foi rejeitada por C	ontas a Pagar.			
Fatura				
Número da fatura do fornecedor	BR03302011TEST1-W4			
Número da ordem de compra	UUU99975			
Nome da pagadora de contas	IBM BRASIL LTDA			
Data da fatura do fornecedor	Mar/30/11			
Data da rejeição	Mar/31/11			
Fornecedor				
Função do fornecedor	Emisor de factura			
Nome do fornecedor	IATE CLUBE DE BRASILIA			
Número do fornecedor	00018978			
Comentários				
THIS TRANSACTION HAS BEEN REJEC	TED BY IBM ACCOUNTS PAYABLE			
THE PURCHASE ORDER NUMBER MEN	TIONED ON THE INVOICE IS			
INCORRECT				

Done