

WEB ORDER AND INVOICE TRAINING MATERIAL

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HOW TO LOG INTO WOI

Link: <https://www-01.ibm.com/procurement/esi/>

The screenshot shows the IBM Supply Portal overview page. At the top, there is a navigation bar with the IBM logo, a search bar, and links for 'United States [change]' and 'Terms of use'. Below this is a secondary navigation bar with links for 'Home', 'Products', 'Services & industry solutions', 'Support & downloads', and 'My IBM'. The main content area is titled 'Supply Portal overview' and features a large heading 'Supply Portal overview'. A yellow callout box highlights the text: 'A first visit to WOI. When you want to log on to the WOI application, you must first go to the IBM Supply Portal web site (www.ibm.com/procurement/esi). On this page (shown here) you click on the "My Portal, My Functions" link to log in.' A red line connects this callout to the 'My Portal: My Functions' link in the 'Related links' section. The page also includes a 'Welcome to the Supply Portal' section with a paragraph and a bulleted list of instructions. The footer contains links for 'About IBM', 'Privacy', and 'Contact'.

United States [change] | Terms of use

Home | Products | Services & industry solutions | Support & downloads | My IBM

Supply Portal overview

Supply Portal overview

My Portal: My Functions

When you want to log on to the WOI application, you must first go to the IBM Supply Portal web site (www.ibm.com/procurement/esi/). On this page (shown here) you click on the "My Portal, My Functions" link to log in.

Welcome to the Supply Portal

This site is a single entry point for suppliers to access various strategic procurement applications.

- The [Public Portal](#) link to the left will lead you to a list of unrestricted procurement applications. **No action** is required to gain access to those applications.
- The [My Portal: My Functions](#) link to the left will lead you to a **customized** list of procurement applications and user functions. After clicking on this link, you will be asked for a user ID and password.
 - **First time users:** [Register](#) for your user ID and password at the **IBM registration** site. In the future, this will be your single identity for accessing IBM systems over the internet. If you already have an IBM registration user ID and password, you do not have to obtain another.
- Once you have access to 'My Portal: My Functions', the **'User functions'** will allow you to complete administrative tasks, such as requesting access to a specific procurement application or changing your user profile.

Related links

- IBM registration
- Change password
- Forgot password
- Global Procurement
- Global help desk
- Other application help
- Import compliance guidelines

About IBM | Privacy | Contact

Supply Portal overview

Select a language

My Portal: My Functions

Public Portal

News, announcements, etc.

Contact information

Help

Feedback

Related links

- IBM registration
- Change password
- Forgot password
- Global Procurement
- Global help desk
- Other application help
- Import compliance guidelines

Supply Portal overview

A first visit to WOI

You will receive a user name and password when you register for the WOI application. Registration is done at the IBM supply Portal page: www.ibm.com/procurement/esi.

When you log on to the Supply Portal site, you will be asked for a user name and password. In this case you can enter any details you like, since it is only a simulation. For more information about registration for WOI, please download the Supply Portal Application Help module, or contact the [WOI helpdesk](#).

Welcome to the

This site is a single applications.

- The [Public Portal](#) applications.
- The [My Portal](#) procurement asked for a user name and password.
 - **First time registration** IBM system ID and

- Once you have access to 'My Portal: My Functions', the **'User functions'** will allow you to complete administrative tasks, such as requesting access to a specific procurement application or changing your user profile.

The screenshot shows a login dialog box with the following elements:

- Title bar: "Connect to www-01.ibm...." with help and close buttons.
- Icon: A key icon.
- URL: "/procurement"
- User name field: Contains "test@companyname.com" with a dropdown arrow.
- Password field: Contains masked characters ".....".
- Remember my password checkbox: Currently unchecked.
- Buttons: "OK" and "Cancel".

A first visit to WOI
Enter a user name of your choice and press Tab.

customized list of this link, you will be

A first visit to WOI
Please enter a password of your choice and click the "OK" button.

Supply Portal overview

Select a language

My Portal: My Functions

Public Portal

News, announcements, etc.

Contact information

Help

Feedback

Related links

- IBM registration
- Change password
- Forgot password
- Global Procurement
- Global help desk
- Other application help
- Import compliance guidelines

My Portal: My Functions

A first visit to WOI

When you are logged on to the Supply Portal page, click "Web Order and Invoice".



Hello, Test User

This is your customized page of procurement user functions and applications.

User functions

Function family	Function	Function
Search	<ul style="list-style-type: none"> • Display Application News • Report Generation 	<ul style="list-style-type: none"> • User
User	<ul style="list-style-type: none"> • Modify App Access • Remove App. Access • Remove User from Portal 	<ul style="list-style-type: none"> • Request App. Access • Update Profile

Applications

Application name	Application description	Application news/expanded description
Restricted/Unrestricted		
Emptoris Sourcing Portfolio	Emptoris Sourcing Portfolio provides the solution for Global Application for Procurement Sourcing.	News
Supplier Resource Manager	SRM-Replenishment tool for Packaging and non MRP commodities	News
Supply Chain Process Manager (SCPM)	Strategic Web-based tool for supply collaboration, supply assessment and materials replenishment	News
Enrollable		
Web Order and Invoice	Web Order and Invoice	News



Global procurement > Procurement portal >

Web Order and Invoice (WOI)

Welcomenewuser@company.com to WOI

If you are not newuser@company.com [click here](#) to return to the supply portal

- Web Order and Invoice (WOI)
- News
- WOI terms and conditions
- Purchase orders
- Invoices and credits
- Rejected invoices
- Remittance advices
- Protocol reports
- Invoice outsourcing agreement
- Supplier profile
- Customer care
- Feedback
- Help
- Contacts
- Glossary
- Resource links
- Purchase order terms and conditions

Terms and Conditions [continue]

When you access the WOI application for the first time, you will be asked to accept the Terms and Conditions. Please take note of the following:

- You must have the appropriate level of access to accept the terms and conditions.
- When a new version of the Terms and Conditions becomes available, you will be presented with that version. You must always accept the most recent version of the terms and conditions.
- All IBM suppliers must accept the terms and conditions in order to register for WOI access.
- Should you have questions about the Terms and Conditions, please contact the [WOI helpdesk](#).

Purchase orders
Sort, search, list and print purchase orders, create advance notifications and invoices from purchase orders.

A first visit to WOI [continue]

After you have accepted the Terms & Conditions, you will see the WOI (supplier) screen.

Invoices and credits
Sort, search, list, save (as default or draft), update, submit, print, and delete invoices. Also create invoices from scratch.

Rejected invoices
Sort, search, list, delete, and print rejected invoices.

Remittance advices
Sort, search, list, delete, and print remittance advices.

Feedback
Send comments or questions to the site managers.

Help
Get help in using WOI, including overview information on the application and a "how to" index.

Contacts
View information about how to contact people for assistance or additional information on WOI.

Glossary
View the application glossary of

- Related links**
- Supply portal
 - IBM Privacy Statement
 - Instructions for exports to IBM

Workstation to access WOI.

PURCHASE ORDERS – SEARCH AND SORT

Ireland [change] | Terms of use

[Home](#) | [Products](#) | [Services & industry solutions](#) | [Support & downloads](#) | [My account](#)

[Global procurement](#) > [Procurement portal](#) >

Web Order and Invoice (WOI)

Welcome [newuser@company.com](#) to WOI

If you **Search and Sort**
suppl **Currently, the WOI homepage is displayed. To start chapter 2 (Purchase Orders), click on the Purchase orders link at the left side of your screen.**
Web **Note: Purchase Orders and Purchase Order Changes are both referred to as "Purchase Orders".**
for pa

management of generated purchase orders. It also allows suppliers to invoice for goods and services.

Latest news items

There is no current news to report.

Site navigation

WOI terms and conditions View and print WOI terms and conditions.	Invoice outsourcing agreement View and print invoice outsourcing agreement.
Purchase orders Sort, search, list, accept, reject and print purchase orders. Also, create advance shipment notifications and invoices from purchase orders.	Supplier profile View and change your supplier profile.
Invoices and credits Sort, search, list, save (as default or draft), update, submit, print, and delete invoices. Also create invoices from scratch.	Feedback Send comments or questions to the site managers.
Rejected invoices Sort, search, list, delete, and print rejected invoices.	Help Get help in using WOI, including overview information on the application and a "how to" index.
Remittance advices Sort, search, list, delete, and	Contacts View information about how to contact people for assistance or additional information on WOI.
	Glossary

privacy, once you have finished using WOI, you must shut down all web browser windows so that you will be logged off the IBM Internet Password system. Otherwise, some other person could use your workstation to access WOI.

Web Order and Invoice (WOI)

News

WOI terms and conditions

Purchase orders

Invoices and credits

Rejected invoices

Remittance advices

Protocol reports

Invoice outsourcing agreement

Supplier profile

Customer care

Feedback

Help

Contacts

Glossary

Resource links

Purchase order terms and conditions

Related links

- [Supply portal](#)
- [IBM Privacy Statement](#)
- [Instructions for exports to IBM](#)



Global procurement > Procurement portal > Web Order and Invoice (WOI) >

Purchase orders

[Search and Sort](#) [\[continue\]](#)

You will find search functions throughout the WOI application. Use the search functions to find the documents you are looking for.

Identify the appropriate search criteria below in the list of purchase orders.

Search on **Search for**

Status [Help](#)

[Open](#) [View printer friendly](#) [Help](#)

[Simulate create invoice from purchase order](#)

[Help](#)

Purchase order search results

	Purchase order number	Supplier number	Buying company name	Original purchase order date	Last change date	Status	Accepted purchase order item changes	Invoicing status
<input type="radio"/>	4601930214	1000236178	IBM France GP	11/Oct/2007 at 01:00	24/Dec/2007 at 20:37	Not viewed	0 item(s) accepted of 2 Item total	
<input type="radio"/>	4601976352	1000236178	IBM France GP	02/Jan/2008 at 01:00		Not viewed	0 item(s) accepted of 1 Item total	
<input type="radio"/>	4602026757	1000018468	IBM Germany GP	11/Mar/2008 at 01:00	12/Mar/2008 at 16:50	Not viewed	0 item(s) accepted of 9 Item total	

- Web Order and Invoice (WOI)
- News
- WOI terms and conditions
- Purchase orders
- Invoices and credits
- Rejected invoices
- Remittance advices
- Protocol reports
- Invoice outsourcing agreement
- Supplier profile
- Customer care
- Feedback
- Help
- Contacts
- Glossary
- Resource links
- Purchase order terms and conditions

- Related links**
- IBM Privacy Statement
 - Supply portal
 - Instructions for exports to IBM

IBM
Ireland [change] | Terms of use

Search

[Home](#) | [Products](#) | [Services & industry solutions](#) | [Support & downloads](#) | [My account](#)

Global procurement > Procurement portal > Web Order and Invoice (WOI) >

Purchase orders

Identify the appropriate search criteria below in our list of purchase orders.

Web Order and Invoice (WOI)

News

WOI terms and conditions

Purchase orders

Invoices and credits

Rejected invoices

Remittance advices

Protocol reports

Invoice outsourcing agreement

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Help

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Resource links

Purchase order terms and conditions

Related links

- IBM Privacy Statement
- Supply portal
- Instructions for exports to IBM

Search and Sort [continue]

Search On: This function allows you to search on specific fields within documents (such as dates).

Search on

Status ▾

Select all

Purchase order number

Supplier number

Buying company name

Corporation name

Original purchase order date

Last change date

Status

Search for

Not viewed ▾ Go [Help](#)

Purchase order search results

	Purchase order number	Supplier number	Buying company name	Original purchase order date	Last change date	Status	Accepted purchase order item changes	Invoicing status
<input type="radio"/>	4601930214	1000236178	IBM France GP	11/Oct/2007 at 01:00	24/Dec/2007 at 20:37	Not viewed	0 item(s) accepted of 2 Item total	
<input type="radio"/>	4601976352	1000236178	IBM France GP	02/Jan/2008 at 01:00		Not viewed	0 item(s) accepted of 1 Item total	
<input type="radio"/>	4602026757	1000018468	IBM Germany GP	11/Mar/2008 at 01:00	12/Mar/2008 at 16:50	Not viewed	0 item(s) accepted of 9 Item total	

Search for – introduce specific search parameters

The screenshot displays the IBM Web Order and Invoice (WOI) portal. At the top, there is a navigation bar with the IBM logo, a search bar, and links for 'Ireland [change]' and 'Terms of use'. Below this is a secondary navigation bar with links for 'Home', 'Products', 'Services & industry solutions', 'Support & downloads', and 'My account'. The main content area is titled 'Purchase orders' and includes a breadcrumb trail: 'Global procurement > Procurement portal > Web Order and Invoice (WOI) >'. A 'Search and Sort' section is highlighted with a blue header and a yellow callout box. The callout box contains the text: 'Search for: This function allows you to choose or enter specific search parameters. In this example the search function will only return "Viewed" purchase orders.' The search interface shows a 'Search on' dropdown set to 'Status' and a 'Search for' dropdown with 'Viewed' selected. A red box highlights the 'Search for' dropdown menu. Below the search filters are buttons for 'Open', 'View printer friendly', and 'Simulate create invoice from purchase order'. A 'Purchase order search results' table is shown below, with columns for Purchase order number, Supplier number, Buying company name, Original purchase order date, Last change date, Status, Accepted purchase order item changes, and Invoicing status. The table contains three rows of data, all with a status of 'Not viewed'.

Global procurement > Procurement portal > Web Order and Invoice (WOI) >

Purchase orders

Search and Sort [continue]

Identify the appropriate search criteria to view a list of purchase orders.

Search for: This function allows you to choose or enter specific search parameters. In this example the search function will only return "Viewed" purchase orders.

Search on: Status

Search for: Not viewed, Not viewed, Viewed

Go Help

Open View printer friendly Help

Simulate create invoice from purchase order

Help

Purchase order search results

	Purchase order number	Supplier number	Buying company name	Original purchase order date	Last change date	Status	Accepted purchase order item changes	Invoicing status
<input type="radio"/>	4601930214	1000236178	IBM France GP	11/Oct/2007 at 01:00	24/Dec/2007 at 20:37	Not viewed	0 item(s) accepted of 2 Item total	
<input type="radio"/>	4601976352	1000236178	IBM France GP	02/Jan/2008 at 01:00		Not viewed	0 item(s) accepted of 1 Item total	
<input type="radio"/>	4602026757	1000018468	IBM Germany GP	11/Mar/2008 at 01:00	12/Mar/2008 at 16:50	Not viewed	0 item(s) accepted of 9 Item total	

Column headings – basic information about purchase orders

Ireland [change] | Terms of use

[Home](#) | [Products](#) | [Services & industry solutions](#) | [Support & downloads](#) | [My account](#)

[Web Order and Invoice \(WOI\)](#)
[News](#)
[WOI terms and conditions](#)
[Purchase orders](#)
[Invoices and credits](#)
[Rejected invoices](#)
[Remittance advices](#)
[Protocol reports](#)
[Invoice outsourcing agreement](#)
[Supplier profile](#)
[Customer care](#)
[Feedback](#)
[Help](#)
[Contacts](#)
[Glossary](#)
[Resource links](#)
[Purchase order terms and conditions](#)

Global procurement > Procurement portal > Web Order and Invoice (WOI) >

Purchase orders

Identify the appropriate search criteria below in order to display the desired list of purchase orders.

Search on Status **Search for** Not viewed [Help](#)

[Open](#) [View](#) [Simulate create invoice from purchase order](#)

[Search and Sort](#) [continue]
At the top of the document list, you can see the column headings.

[Help](#)

Purchase order search results

	Purchase order number	Supplier number	Buying company name	Original purchase order date	Last change date	Status	Accepted purchase order item changes	Invoicing status
<input type="radio"/>	4601930214	1000236178	IBM France GP	11/Oct/2007 at 01:00	24/Dec/2007 at 20:37	Not viewed	0 item(s) accepted of 2 Item total	
<input type="radio"/>	4601976352	1000236178	IBM France GP	02/Jan/2008 at 01:00		Not viewed	0 item(s) accepted of 1 Item total	
<input type="radio"/>	4602026757	1000018468	IBM Germany GP	11/Mar/2008 at 01:00	12/Mar/2008 at 16:50	Not viewed	0 item(s) accepted of 9 Item total	
<input type="radio"/>	4602066170	1000018468	IBM Germany GP	10/May/2008 at 01:00		Not viewed	0 item(s) accepted of 3 Item total	

[Related links](#)

- IBM Privacy Statement
- Supply portal
- Instructions for exports to IBM
- Web reporting

Organize the purchase orders in ascending or descending order by different criteria

The screenshot shows the IBM Global Procurement portal interface. At the top, there is a navigation bar with the IBM logo, a search bar, and links for 'Ireland [change]' and 'Terms of use'. Below this is a secondary navigation bar with links for 'Home', 'Products', 'Services & industry solutions', 'Support & downloads', and 'My account'. The main content area is titled 'Purchase orders' and includes a breadcrumb trail: 'Global procurement > Procurement portal > Web Order and Invoice (WOI) >'. A left-hand sidebar contains various menu items such as 'Web Order and Invoice (WOI)', 'News', 'WOI terms and conditions', 'Purchase orders', 'Invoices and credits', 'Rejected invoices', 'Remittance advices', 'Protocol reports', 'Invoice outsourcing agreement', 'Supplier profile', 'Customer care', 'Feedback', 'Help', 'Contacts', 'Glossary', 'Resource links', and 'Purchase order terms and conditions'. At the bottom of the sidebar are 'Related links' including 'IBM Privacy Statement', 'Supply portal', and 'Instructions for exports to IBM'. The main content area features a search section with 'Search on' (Status) and 'Search for' (Not viewed) dropdowns, a 'Go' button, and a 'Help' link. Below the search section are navigation buttons: 'Open', 'View print', 'Simulate create invoice', and a highlighted 'Search and Sort [continue]' button. A tooltip explains that the arrows in the table headers can be used to sort the document list. The table below shows search results with columns for 'Purchase order number', 'Supplier number', 'Buying company name', 'Original purchase order date', 'Last change date', 'Status', 'Accepted purchase order item changes', and 'Invoicing status'. Red circles highlight the sorting arrows in the first five columns of the table.

Global procurement > Procurement portal > Web Order and Invoice (WOI) >

Purchase orders

Identify the appropriate search criteria below in order to display the desired list of purchase orders.

Search on Status **Search for** Not viewed **Go** Help

→ Open → View print → Simulate create invoice **Search and Sort [continue]**

You can use these arrows to sort the document list in ascending or descending order.

	Purchase order number	Supplier number	Buying company name	Original purchase order date	Last change date	Status	Accepted purchase order item changes	Invoicing status
<input type="radio"/>	4601930214	1000236178	IBM France GP	11/Oct/2007 at 01:00	24/Dec/2007 at 20:37	Not viewed	0 item(s) accepted of 2 Item total	
<input type="radio"/>	4601976352	1000236178	IBM France GP	02/Jan/2008 at 01:00		Not viewed	0 item(s) accepted of 1 Item total	
<input type="radio"/>	4602026757	1000018468	IBM Germany GP	11/Mar/2008 at 01:00	12/Mar/2008 at 16:50	Not viewed	0 item(s) accepted of 9 Item total	

See all pages of the purchase orders

IBM Ireland [change] | Terms of use

Home | Products | Services & industry solutions | Support & downloads | My account

Web Order and Invoice (WOI)

News

WOI terms and conditions

Purchase orders

Invoices and credits

Rejected invoices

Remittance advices

Protocol reports

Invoice outsourcing agreement

Supplier profile

Customer care

Feedback

Help

Contacts

Glossary

Resource links

Purchase order terms and conditions

Related links

- IBM Privacy Statement
- Supply portal
- Instructions for exports to IBM
- Web reporting

Global procurement > Procurement portal > Web Order and Invoice (WOI) >

Purchase orders

Identify the appropriate search criteria below in order to display the desired list of purchase orders.

Search on Status **Search for** Not viewed [Help](#)

[Open](#) [View printout](#) [Search and Sort \[continue\]](#)

[Simulate create invoice](#)

At the bottom of the list you may see links to the next pages of the list.

Purchase order search results [Help](#)

	Purchase order number	Supplier number	Buying company name	Original purchase order date	Last change date	Status	Accepted purchase order item changes	Invoicing status
<input type="radio"/>	4601930214	1000236178	IBM France GP	11/Oct/2007 at 01:00	24/Dec/2007 at 20:37	Not viewed	0 item(s) accepted of 2 Item total	
<input type="radio"/>	4601976352	1000236178	IBM France GP	02/Jan/2008 at 01:00		Not viewed	0 item(s) accepted of 1 Item total	
<input type="radio"/>	4602026757	1000018468	IBM Germany GP	11/Mar/2008 at 01:00	12/Mar/2008 at 16:50	Not viewed	0 item(s) accepted of 9 Item total	
<input type="radio"/>	4602066170	1000018468	IBM Germany GP	10/May/2008 at 01:00		Not viewed	0 item(s) accepted of 3 Item total	
<input type="radio"/>	4602102429	1000018468	IBM Germany GP	02/Jan/2008 at 01:00		Not viewed	0 item(s) accepted of 1 Item total	

1 2 3 4 | [Next](#)
Page: 1 of 4

PURCHASE ORDER FUNCTIONS

The buying party (IBM) will send purchase orders to the vendor using the WOI application. The vendor may accept/reject and invoice these orders using WOI.

The availability of buttons/functions depends on your level of access. For more information about access roles, please, go to the Supply Portal Application Help module.

The screenshot shows the IBM WOI application interface. At the top, there is a navigation bar with the IBM logo and links for 'Ireland [change]', 'Terms of use', and a search box. Below this is a secondary navigation bar with links for 'Home', 'Products', 'Services & industry solutions', 'Support & downloads', and 'My account'. The main content area is titled 'Purchase orders' and includes a search section with dropdown menus for 'Search on' (Status) and 'Search for' (Not viewed), along with a 'Go' button and a 'Help' link. A red box highlights the 'Open' button in the search results, and a yellow callout box explains its function: 'Open: Use this button to open/view a purchase order. Once the order is opened you can accept/reject/print or invoice the purchase order.' Below the search section is a table of 'Purchase order search results' with columns for Purchase order number, Supplier number, Buying company name, Original purchase order date, Last change date, Status, Accepted purchase order item changes, and Invoicing status. The table contains three rows of data, with the second row highlighted by a red circle around its radio button.

Purchase Order Functions [continue]

Open: Use this button to open/view a purchase order. Once the order is opened you can accept/reject/print or invoice the purchase order.

Simulate create invoice from purchase order

	Purchase order number	Supplier number	Buying company name	Original purchase order date	Last change date	Status	Accepted purchase order item changes	Invoicing status
<input type="radio"/>	4601930214	1000236178	IBM France GP	11/Oct/2007 at 01:00	24/Dec/2007 at 20:37	Not viewed	0 item(s) accepted of 2 Item total	
<input checked="" type="radio"/>	4601976352	1000236178	IBM France GP	02/Jan/2008 at 01:00		Not viewed	0 item(s) accepted of 1 Item total	
<input type="radio"/>	4602026757	1000018468	IBM Germany GP	11/Mar/2008 at 01:00	12/Mar/2008 at 16:50	Not viewed	0 item(s) accepted of 9 Item total	

How to print a purchase order

Ireland [change] | Terms of use

Home | Products | Services & industry solutions | Support & downloads | My account

Global procurement > Procurement portal > Web Order and Invoice (WOI) >

Purchase orders

Identify the appropriate search criteria below in order to display the desired list of purchase orders.

- Web Order and Invoice (WOI)
- News
- WOI terms and conditions
- Purchase orders
- Invoices and credits
- Rejected invoices
- Remittance advices
- Protocol reports
- Invoice outsourcing agreement
- Supplier profile
- Customer care
- Feedback
- Help
- Contacts
- Glossary
- Resource links
- Purchase order terms and conditions

Search on: Search for: [Help](#)

- Open
- **View printer friendly** [Help](#)
- Simulate create invoice from purchase order

Purchase Order Functions [continue]

View printer friendly: Use this button to display the purchase order in a format that can easily be printed.

[Help](#)

Purchase order search results								
	Purchase order number	Supplier number	Buying company name	Original purchase order date	Last change date	Status	Accepted purchase order item changes	Invoicing status
<input type="radio"/>	4601930214	1000236178	IBM France GP	11/Oct/2007 at 01:00	24/Dec/2007 at 20:37	Not viewed	0 item(s) accepted of 2 Item total	
<input checked="" type="radio"/>	4601976352	1000236178	IBM France GP	02/Jan/2008 at 01:00		Not viewed	0 item(s) accepted of 1 Item total	

Related links

How to start to create an invoice from an already accepted purchase order

IBM Ireland [change] | Terms of use

Home | Products | Services & industry solutions | Support & downloads | My account

Global procurement > Procurement portal > Web Order and Invoice (WOI) >

Purchase orders

Identify the appropriate search criteria list of purchase orders.

Purchase Order Functions [continue]

Create invoice from purchase order: Use this button to start the invoice creation process. You can only create invoices from accepted purchase orders. The use of this button will be illustrated

Search on Status **Search for** Not viewed **Go** Help

→ Open → View printer friendly Help

→ **Simulate create invoice from purchase order** Help

Purchase order search results

	Purchase order number	Supplier number	Buying company name	Original purchase order date	Last change date	Status	Accepted purchase order item changes	Invoicing status
<input type="radio"/>	4601930214	1000236178	IBM France GP	11/Oct/2007 at 01:00	24/Dec/2007 at 20:37	Not viewed	0 item(s) accepted of 2 Item total	
<input checked="" type="radio"/>	4601976352	1000236178	IBM France GP	02/Jan/2008 at 01:00		Not viewed	0 item(s) accepted of 1 Item total	
<input type="radio"/>	4602026757	1000018468	IBM Germany GP	11/Mar/2008 at 01:00	12/Mar/2008 at 16:50	Not viewed	0 item(s) accepted of 9 Item total	

Related links

- IBM Privacy Statement
- Supply portal
- Instructions for exports to IBM

How to check the status of a purchase order

Ireland [change] | Terms of use

[Home](#) | [Products](#) | [Services & industry solutions](#) | [Support & downloads](#) | [My account](#)

[Global procurement > Procurement portal > Web Order and Invoice \(WOI\) >](#)

Web Order and Invoice (WOI)

- News
- WOI terms and conditions
- Purchase orders**
- Invoices and credits
- Rejected invoices
- Remittance advices
- Protocol reports
- Invoice outsourcing agreement
- Supplier profile
- Customer care
- Feedback
- Help
- Contacts
- Glossary
- Resource links
- Purchase order terms and conditions

Related links

- IBM Privacy Statement
- Supply portal
- Instructions for exports to IBM
- Web reporting

Purchase orders

Identify the appropriate search criteria below in order to display the desired list of purchase orders.

Search on Status **Search for** Not viewed Help

[Purchase Order Functions \[continue\]](#)
The "Status" box shows if a purchase order has been viewed already.

[Open](#) [View printer friendly](#) Help

[Simulate create invoice from purchase order](#)

Help

Purchase order search results

	Purchase order number	Supplier number	Buying company name	Original purchase order date	Last change date	Status	Accepted purchase order item changes	Invoicing status
<input type="radio"/>	4601930214	1000236178	IBM France GP	11/Oct/2007 at 01:00	24/Dec/2007 at 20:37	Not viewed	0 item(s) accepted of 2 Item total	
<input checked="" type="radio"/>	4601976352	1000236178	IBM France GP	02/Jan/2008 at 01:00		Not viewed	0 item(s) accepted of 1 Item total	
<input type="radio"/>	4602026757	1000018468	IBM Germany GP	11/Mar/2008 at 01:00	12/Mar/2008 at 16:50	Not viewed	0 item(s) accepted of 9 Item total	
<input type="radio"/>	4602066170	1000018468	IBM Germany GP	10/May/2008 at 01:00		Not viewed	0 item(s) accepted of 3 Item total	

Global procurement > Procurement portal > Web Order and Invoice (WOI) >

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Purchase Order Functions [continue]
Identify list of purchase orders required
You can view a purchase order before you accept or invoice it. To do this, select the order and click the "View printer friendly" button.

Search on Status **Search for** Not viewed Help

- Open
- View printer friendly** Help
- Simulate create invoice from purchase order

Purchase order search results

	Purchase order number	Supplier number	Buying company name	Original purchase order date	Last change date	Status	Accepted purchase order item changes	Invoicing status
<input type="radio"/>	4601930214	1000236178	IBM France GP	11/Oct/2007 at 01:00	24/Dec/2007 at 20:37	Not viewed	0 item(s) accepted of 2 Item total	
<input checked="" type="radio"/>	4601976352	1000236178	IBM France GP	02/Jan/2008 at 01:00		Not viewed	0 item(s) accepted of 1 Item total	
<input type="radio"/>	4602026757	1000018468	IBM Germany GP	11/Mar/2008 at 01:00	12/Mar/2008 at 16:50	Not viewed	0 item(s) accepted of 9 Item total	

- Related links**
- IBM Privacy Statement
 - Supply portal
 - Instructions for exports to IBM

How to open the purchase order

IBM Ireland [change] | Terms of use

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Global procurement > Procurement portal > Web Order and Invoice (WOI) >

Purchase orders

Identify the appropriate search criteria below in order to display the desired list of purchase orders.

Purchase Order Functions
Opening the purchase order: Select the purchase order you want to open/view by clicking the button next to it.

Search on: Search for: [Help](#)

[Open](#) [View printer friendly](#) [Help](#)

[Simulate create invoice from purchase order](#)

[Help](#)

Purchase order search results

	Purchase order number	Supplier number	Buying company name	Original purchase order date	Last change date	Status	Accepted purchase order item changes	Invoicing status
<input type="radio"/>	4601930214	1000236178	IBM France GP	11/Oct/2007 at 01:00	24/Dec/2007 at 20:37	Not viewed	0 item(s) accepted of 2 Item total	
<input checked="" type="radio"/>	4601976352	1000236178	IBM France GP	02/Jan/2008 at 01:00		Not viewed	0 item(s) accepted of 1 Item total	
<input type="radio"/>	4602026757	1000018468	IBM Germany GP	11/Mar/2008 at 01:00	12/Mar/2008 at 16:50	Not viewed	0 item(s) accepted of 9 Item total	

Related links

- IBM Privacy Statement
- Supply portal
- Instructions for exports to IBM
- Web site



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Purchase Order Functions

Now that you have selected the purchase order, click the "Open" button to view it.

criteria below in order to display the desired

Search on

Search for

 [Help](#)

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Purchase order search results

	Purchase order number	Supplier number	Buying company name	Original purchase order date	Last change date	Status	Accepted purchase order item changes	Invoicing status
<input type="radio"/>	4601930214	1000236178	IBM France GP	11/Oct/2007 at 01:00	24/Dec/2007 at 20:37	Not viewed	0 item(s) accepted of 2 Item total	
<input checked="" type="radio"/>	4601976352	1000236178	IBM France GP	02/Jan/2008 at 01:00		Not viewed	0 item(s) accepted of 1 Item total	
<input type="radio"/>	4602026757	1000018468	IBM Germany GP	11/Mar/2008 at 01:00	12/Mar/2008 at 16:50	Not viewed	0 item(s) accepted of 9 Item total	


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Global procurement > Procurement portal > Web Order and Invoice (WOI)

Purchase orders

[Details](#)

[Purchase Order Details](#)
[\[continue\]](#)

When you have opened the purchase order, you will see a screen like the one below. The buttons/options available to you depend on the purchase order and your level of access (access role).

Basic purchase order information

Buying company name	IBM Germany GP	
Purchase order number	4602008123	
Original purchase order date	13/Feb/2008 at 01:00	
Status	Not viewed	Help

Supplier

Supplier name	TEST SUPPLIER	
Supplier number	1000236178	Help

Payment information

Currency	EUR	
Exchange rate	1.00000	

Related links

- [Supply portal](#)
- [IBM Privacy Statement](#)



Global procurement > Procurement portal > Web Order and Invoice (WOI)

Purchase orders

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Details

Purchase Order Details

At the top of the screen you will find general information such as the order number, date, etc.
 Details about the actual order can be found at the bottom of the screen. Please scroll down now.

Basic purchase order information

Buying company name	IBM Germany GP	
Purchase order number	4602008123	
Original purchase order date	13/Feb/2008 at 01:00	
Status	Not viewed	Help

Purchase Order Details [continue]

Payment Information

Currency: EUR, This depends on the country in which your company resides.
Exchange Rate: Exchange rate for the currencies of the invoice and the purchase order.
Payment Terms: The number of days within which IBM will make payment upon receipt of a valid invoice.

Supplier

Supplier name
 Supplier number

Payment information

Currency	EUR
Exchange rate	1.00000
Payment terms	Net due 45 days

Related links

- Supply portal
- IBM Privacy Statement
- Instructions for exports to IBM

Related links

- Supply portal
- IBM Privacy Statement
- Instructions for exports to IBM

Payment information

Currency EUR
 Exchange rate 1.00000
 Payment terms

Purchase Order Details [continue]

Items View:
 Here you will find information about the goods/services that have been ordered. In this case, the items view shows sample details

View of items list PO total

→ Set as preferred view

Help

PO total items view								
Purchase order item number	Item status	Purchase order date	Brief description	Quantity ordered	Unit of measure	Basis of unit price	Unit price	Extended price
00001	Not Viewed, Not accepted	14/Feb/2008 at 16:31	TEST C364T SWITCH RHS	1	PCE	1.00	1,757.80	1,757.80
00002	Not Viewed, Not accepted	14/Feb/2008 at 16:31	GBIC SFP SX MMF 550M LC CONN RHS	2	PCE	1.00	228.80	457.60
							Total extended price	2,215.40

Purchase order header text

How to open a line of a purchase order

Related links

- Supply portal
- IBM Privacy Statement
- Instructions for exports to IBM

Payment information

Currency EUR
Exchange rate 1.00000

Purchase Order Details

This particular line item has not been viewed and has not been accepted.
To see more information about the line item, click on the number (0001).

5 days



Go

[Help](#)

PO total items view

Purchase order item number	Item status	Purchase order date	Brief description	Quantity ordered	Unit of measure	Basis of unit price	Unit price	Extended price
00001	Not Viewed, Not accepted	14/Feb/2008 at 16:31	TEST C364T SWITCH RHS	1	PCE	1.00	1,757.80	1,757.80
00002	Not Viewed, Not accepted	14/Feb/2008 at 16:31	GBIC SFP SX MMF 550M LC CONN RHS	2	PCE	1.00	228.80	457.60
							Total extended price	2,215.40

Purchase order header text



Search

Global procurement > Procurement portal > Web
> Purchase orders > Purchase order details >

Purchase orders

Item detail

[Purchase Order Details](#) [continue]

On this screen you will find more details regarding the ordered goods/services. You will always find details such as unit prices, quantities and and descriptions on this page.

[Return](#)

[Purchase order item text](#)

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Related links

Purchase order summary

Purchase order number	4602008123
Purchase order date	13/Feb/2008 at 01:00
Status	Not Viewed, Not accepted
Currency	EUR

Purchase order item number	00001
Quantity ordered	1
Unit of measure	PCE
Basis of unit price	1.00
Unit price	1,757.80
Extended price	1,757.80
Brief description	TEST C364T SWITCH RHS
Requisition tracking number	E42C59001L
Requisition item number	0

- [Supplier profile](#)
- [Customer care](#)
- [Feedback](#)
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- [Resource links](#)
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Related links

- [Supply portal](#)
- [IBM Privacy Statement](#)
- [Instructions for exports to IBM](#)

Purchase order item number 00001
 Quantity ordered
 Unit of measure
 Basis of unit price
 Unit price
 Extended price
 Brief description
 Requisition tracking number E42C59001L
 Requisition item number 0

Purchase Order Details [continue]

Schedule of Delivery:
 In these fields, you will see delivery dates (required by- dates). In the case of a services purchase order (eg. temporary hire of staff, consultancy) the delivery dates can be ignored.

Schedule of delivery		
Delivery date	Delivery time	Request quantity
2008-02-28		1.00000

Buyer information

Contact information Elena Andreeva
 Phone 35924009354
 E-mail address elena.andreeva@bg.ibm.com

Ship to address information

Name/Address
 Name2
 Address1
 Address2
 Address3
 Attn: Schwenne, Dirk

Purchase Order Details [continue]

Contact Information:
 Here you will see contact information for the person within IBM that requested the goods/services. Contact this person if you have questions/concerns that are specific to the purchase order.

- Supply portal
- IBM Privacy Statement
- Instructions for exports to IBM

Schedule of delivery		
Delivery date	Delivery time	Request quantity
2008-02-28		1.00000

Purchase Order Details [continue]

Buyer information
 Contact information
 Phone
 E-mail address

Ship To Address Information:
 Here you will find the delivery address. In the case of an order for services (non-deliverable) this will contain the general address for IBM.

Ship to address information	
Name/Address	S.M.A. Metalltech.GmbH&Co.KG
Name2	
Address1	Kar-Ferdinand-Braun-Str. 9
Address2	
Address3	Attn: Schwenne, Dirk
PO box	
City	Backnang
District	
State/Region/Province	Baden-Württemberg(08)
Postal code	71522
Country/Region	Germany(DE)
Internal recipient	Schwenne
Internal address	N/A

Schedule of pricing information			
Unit price	Validity range start date	Validity range end date	
1,757.80	13/Feb/2008		

Purchase Order Details [continue]

Purchase order item text
 Header text/Item text
 TEST C364T SWITCH

Schedule of Pricing Information:
 For pricing agreements that have a limited validity, the pricing details will be shown in the fields below.

Please, scroll to the top of the page

The screenshot shows the IBM Web Order and Invoice (WOI) interface. At the top, there is a navigation bar with the IBM logo, a search bar, and links for 'Ireland [change]' and 'Terms of use'. Below this is a secondary navigation bar with links for 'Home', 'Products', 'Services & industry solutions', 'Support & downloads', and 'My account'. The main content area displays a breadcrumb trail: 'Global procurement > Procurement portal > Web Order and Invoice (WOI) > Purchase orders > Purchase order details >'. The title 'Purchase orders' is prominently displayed. A tooltip is visible over the 'Purchase Order Details' link, containing the text: 'Now you have viewed the line item information, click the "Return" link to go back to the main purchase order page.' A red box highlights the 'Return' link in the tooltip, with a red line pointing to a 'Return' link in the main content area. Below the tooltip, the 'Purchase order summary' is shown with the following details:

Purchase order number	4602008123
Purchase order date	13/Feb/2008 at 01:00
Status	Not Viewed, Not accepted
Currency	EUR

Purchase order item number	00001
Quantity ordered	1
Unit of measure	PCE
Basis of unit price	1.00
Unit price	1,757.80
Extended price	1,757.80
Brief description	TEST C364T SWITCH RHS
Requisition tracking number	E42C59001L
Requisition item number	0

At the bottom, there is a 'Schedule of delivery' section.

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Related links

- Supply portal
- IBM Privacy

Global procurement > Procurement portal > Web Order and Invoice (WOI) > Purchase orders > Purchase order details >

Purchase orders

Item **Purchase Order Details**

Now you have viewed the line item information, click the "Return" link to go back to the main purchase order page.

Return

↓ Purchase order item text

Purchase order summary

Purchase order number 4602008123

Purchase order date 13/Feb/2008 at 01:00

Status Not Viewed, Not accepted

Currency EUR

Purchase order item number	00001
Quantity ordered	1
Unit of measure	PCE
Basis of unit price	1.00
Unit price	1,757.80
Extended price	1,757.80
Brief description	TEST C364T SWITCH RHS
Requisition tracking number	E42C59001L
Requisition item number	0

Schedule of delivery

PURCHASE ORDER CHANGES

When the buying party changes a purchase order, you will receive the changed purchase order in the WOI application. When a purchase order is changed, you must accept the changed purchase order before you can invoice it. Please note, all line items must be accepted even if you will use only 1 purchase order item for the invoice.

„New” purchase orders (unchanged orders), do not need to be accepted.

Global procurement > Procurement portal > Web Order and Invoice (WOI) >

Purchase orders

Identify the appropriate search criteria below in order to display the desired list of purchase orders.

Search on **Search**

[Open](#) [View printer friendly](#) [Help](#)

[Simulate create invoice from purchase order](#)

Purchase order search results [Help](#)

	Purchase order number	Supplier number	Buying company name	Original purchase order date	Last change date	Status	Accepted purchase order item changes	Invoicing status
<input checked="" type="radio"/>	4601930214	1000236178	IBM France GP	11/Oct/2007 at 01:00	24/Dec/2007 at 20:37	Not viewed	0 item(s) accepted of 2 Item total	
<input type="radio"/>	4601976352	1000236178	IBM France GP	02/Jan/2008 at 01:00		Not viewed	0 item(s) accepted of 1 Item total	
<input type="radio"/>	4602026757	1000018468	IBM Germany GP	11/Mar/2008 at 01:00	12/Mar/2008 at 16:50	Not viewed	0 item(s) accepted of 9 Item total	

Purchase Order Changes
 You can identify a changed purchase order by its change date. "New" orders do not have a change date. In this example, order number 4601930214 is a changed purchase order. Please select order number 4601930214.

Related links

- IBM Privacy Statement
- Supply portal
- Instructions for exports to IBM



Search

Global procurement > Procurement portal > Web Order and Invoice (WOI) >

Purchase orders

Identify the appropriate search criteria below in order to display the desired list of purchase orders.

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Related links

Search on

Purchase Order Changes

Click the "Open" button to open the changed purchase order.

→ Open

→ View printer friendly Help

→ Simulate create invoice from purchase order

Help

Purchase order search results

	Purchase order number	Supplier number	Buying company name	Original purchase order date	Last change date	Status	Accepted purchase order item changes	Invoicing status
<input checked="" type="radio"/>	4601930214	1000236178	IBM France GP	11/Oct/2007 at 01:00	24/Dec/2007 at 20:37	Not viewed	0 item(s) accepted of 2 Item total	
<input type="radio"/>	4601976352	1000236178	IBM France GP	02/Jan/2008 at 01:00		Not viewed	0 item(s) accepted of 1 Item total	

How to accept the changed purchase orders

The screenshot shows the IBM Global Procurement portal interface. At the top, there is a navigation bar with the IBM logo, a search bar, and links for 'Ireland [change]' and 'Terms of use'. Below this is a secondary navigation bar with links for 'Home', 'Products', 'Services & industry solutions', 'Support & downloads', and 'My account'. The main content area is titled 'Purchase orders' and includes a breadcrumb trail: 'Global procurement > Procurement portal > Web Order and Invoice (WOI) > Purchase orders'. A left-hand sidebar contains a menu with items like 'Web Order and Invoice (WOI)', 'News', 'WOI terms and conditions', 'Purchase orders', 'Invoices and credits', 'Rejected invoices', 'Remittance advices', 'Protocol reports', 'Invoice outsourcing agreement', 'Supplier profile', 'Customer care', 'Feedback', 'Help', 'Contacts', 'Glossary', 'Resource links', and 'Purchase order terms and conditions'. The main content area is divided into sections: 'Basic purchase order information' (listing buying company name, purchase order number, original purchase order date, last change date, and status), 'Supplier' (listing supplier name and number), and 'Payment information' (listing currency, exchange rate, and payment terms). A callout box titled 'Purchase Order Changes' points to a 'View change summary' button, which is highlighted with a red box. The callout text reads: 'To view the changes on the purchase order, click "View change summary".'

Ireland [change] | Terms of use

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Global procurement > Procurement portal > Web Order and Invoice (WOI) >

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[Return](#)

[Printable version](#)

[Purchase order header text](#)

Basic purchase order information

Buying company name	IBM France GP
Purchase order number	4601930214
Original purchase order date	11/Oct/2007 at 01:00
Last change date	24/Dec/2007 at 20:37
Status	Not viewed Help

Supplier

Supplier name	TEST SUPPLIER
Supplier number	1000236178 Help

Payment information

Currency	EUR
Exchange rate	1.00000
Payment terms	Net due 45 days

[View change summary](#) [Help](#)



Global procurement > Procurement p
> Purchase orders >

You can view any changes made to the purchase order on this page. Click the "Return" link to go back to the previous page.

Purchase orders

Change summary

[← Return](#)

Basic purchase order information

Buying company name	IBM France GP
Purchase order number	4601930214
Purchase order date	11/Oct/2007 at 01:00
Last change date	24/Dec/2007 at 20:37

Search criteria

View item	<input type="text" value="All"/>
Change date	<input type="text" value="Current"/>
Field name	<input type="text" value="All"/>

Use search criteria to update list of changes. [Help](#)

[Help](#)

Changes

Purchase order item number	Change date	Field name	Value after change	Value before change
----------------------------	-------------	------------	--------------------	---------------------

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Related links

- [Supply portal](#)
- [IBM Privacy Statement](#)

Related links

- Supply portal
- IBM Privacy Statement
- Instructions for exports to IBM

Payment information

Currency EUR
Exchange rate 1.00000
Payment terms Net due 45 days

[→ View change summary](#)

Purchase Order Changes

[Help](#)

To accept the changes, you must first open the line item.
To do this, click the line item number (00001).

Items view



Go

[→ Set as preferred view](#)

[Help](#)

PO total items view

Purchase order item number	Item status	Purchase order date	Brief description	Quantity ordered	Unit of measure	Basis of unit price	Unit price	Extended price
00001	Not Viewed, Not accepted, Changed	24/Dec/2007 at 20:37	MISE EN OEUVRE IP TELEPHONY	1	PCE	1.00	54,413.00	54,413.00
00002	Not Viewed, Not accepted, Changed	24/Dec/2007 at 20:37	Suplement de transport	1	PCE	1.00	123.00	123.00
							Total extended price	54,536.00

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> Purchase orders > Purchase order details >

Purchase orders

Item detail

[Return](#)

[Purchase order item text](#)

Purchase order summary

Purchase order number 4601930214
 Purchase order date 11/Oct/2007 at 01:00
 Last change date 24/Dec/2007 at 20:37
 Status Not Viewed, Not accepted, Changed
 Currency EUR

Purchase order item number 00001
 Quantity ordered 1
 Unit of measure
 Basis of unit price
 Unit price
 Extended price 54,413.00
 Brief description MISE EN OEUVRE IP TELEPHONY
 Requisition tracking number E3TLHG002L
 Requisition item number 0

Purchase Order Changes
 Click the "I accept this item" button to accept the changes.

Schedule of delivery

Delivery date	Delivery time	Request quantity
2007-10-18		1.00000

Buyer information

Contact information Borislav Nikitov
 Phone 359-24039567



→ Select a country

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Confirm acceptance (CA)

Purchase Order Changes

Confirm your acceptance by clicking the "OK" button now.

Purchase Order Number:

4600010469

Purchase Order Item Number:

00001

Click "OK" below to confirm acceptance of changes to this line item.

[Click here](#)

Ok

Cancel

The purchase order change has now been accepted. Scroll down this page.

Supplier profile	Last change date	24/Dec/2007 at 20:37	
Customer care	Status	Not viewed	Help
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Purchase order terms and conditions			

Supplier	Supplier name	TEST SUPPLIER LIMITED	
	Supplier number	1000236178	Help

Purchase Order Changes [continue]
Because the changed purchase order has now been accepted, you have the option to create an invoice.

Payment information

Currency	EUR
Exchange rate	1.00000
Payment terms	Net due 45 days

[View change summary](#)

[Simulate create invoice from purchase order](#) [Help](#)

View of items list [Go](#)

[Set as preferred view](#)

[Help](#)

Purchase order item number	Item status	Purchase order date	Brief description	Quantity ordered	Unit of measure	Basis of unit price	Unit price	Extended price
00001	Not Viewed,	24/Dec/2007 at 20:37	MISE EN OEUVRE IP	1	PCE	1.00	54,413.00	54,413.00

INVOICES AND CREDITS

When you create a new invoice or credit, you must always start at the purchase order.

The screenshot shows the IBM Global Procurement portal interface. The top navigation bar includes the IBM logo, the location 'Ireland [change]', and a 'Terms of use' link. Below this is a search bar with a 'Search' button. The main navigation menu on the left lists various options, with 'Purchase orders' and 'Invoices and credits' highlighted. The main content area displays the 'Purchase orders' page, which includes a search bar with a dropdown menu set to 'Select all'. A red circle highlights the 'Simulate create invoice from purchase order' button. Two callout boxes provide instructions: one for selecting a purchase order and another for clicking the 'Create invoice from' button. Below the search bar is a table of purchase order search results.

	Purchase order number	Supplier number	Buying company name	Original purchase order date	Last change date	Status	Accepted purchase order item changes	Invoicing status
<input checked="" type="radio"/>	4602073806	1000295660	IBM Belgium BE0405912336	22/May/2008 at 01:00		Viewed	1 item(s) accepted of 1 Item total	
<input type="radio"/>	4601495201	1000295660	IBM Belgium BE0405912336	18/Oct/2005 at 01:00		Viewed	1 item(s) accepted of 1 Item total	Arrived



Search

Global procurement > Procurement portal

Invoices and Credits [continue]

Invoices and credits

You are now on the main invoice screen. Since the invoice is created from the purchase order, you will see that a number of fields are already completed for you.

Initial definitions (BE)

Note - This browser session will be terminated if there is no activity within 30 minutes.

The fields indicated with an asterisk (*) are required.

[Help](#)

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Bill to name	IBM Belgium BE0405912336		
Purchase order number	4602073806		
Purchase order date	22 May 2008		
Supplier invoice date*	5	/ August	/ 2008
Tax date*	5	/ August	/ 2008
Invoice type*	--Select one--		
	Credit Invoice		

[Simulate continue](#)

[Help](#)

Invoices and Credits [continue]

- Invoice Date:** Date of the invoice. This date can be changed. The current date is the default date.
- Tax Date:** Date after which the buying party can claim back VAT. It is not necessary for you to change this date.
- Invoice Type:** Invoice or Credit. The default value for this field is "Invoice". When you want to create a credit note, then select "Credit" in this field.



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- Purchase order terms and conditions

Invoices and credits

Processing options (BE)

Note - This browser session will be terminated if there is no activity for 30 minutes.

The fields indicated with an asterisk (*) are required.

Bill to name IBM Belgium BE0405912336
 Purchase order number 4602073806
 Purchase order date 22 May 2008
 Supplier invoice date 05 August 2008
 Tax date 05 August 2008
 Invoice type Invoice

Supplier invoice number* 12345678test

Currency EUR
 Exchange rate 1.00000 EUR
 Supplier number TEST SUPPLIER
 Tax country Belgium-Domestic invoice

Copy purchase order items text to invoice items

Acceptable purchase order items. Mark to copy the purchase order item to the invoice.

	Purchase order item number	Brief description	Invoice item number	Invoice quantity	Unit of measure	Basis of unit price	Unit price	WOI quantity/amount invoiced to date	Tax rate
<input checked="" type="checkbox"/>	00001	463BBETSC608210079 Project management and engineering	1	1.000	Piece (PCE)	1.000	3,720.000	0.000/0.00	--Select one--

Select all Help

Simulate continue

Back Cancel

Invoices and Credits [continue]

Invoice Number: Number you specify to identify the invoice. This number should be a unique number (once used on one invoice, it may not be used on another invoice). The invoice number should match invoice records in your internal administration.

Exchange Rate: The rate of exchange between the currency of the order and the currency of the invoice. In most cases the currencies are the same, therefore the exchange rate is 1.00 .

Copy Text: Place a check mark (✓) in this field to copy the purchase order text (descriptions) to the invoice.

Invoices and Credits [continue]

The Invoice Item Number is used to denote the sequence in which items appear on your invoice. In this example there is only one line to invoice, therefore the invoice line item number is '1'

Usually the invoice item number is the same as the purchase order item number. Items are numbered sequentially. The first item you invoice is always number 1, the second is always number 2, etcetera.

Invoices and Credits [continue]

Invoice Quantity:

Here you can see the required quantity. If the unit of measure is PCE (Pieces) or HUR (Hours), then the quantity is the number of pieces or hours. In this case the unit of measure is UL (Unitless). In such cases the quantity is always 1. You can change the quantity (eg part invoice) when the unit of measure is not UL.

Invoices and Credits [continue]

Unit Price:

The unit price is the price per item (price per piece, hourly rate, etc). When the unit of measure is UL (unitless) the unit price is the total value of the order.

Invoices and Credits [continue]

Tax Rate:

Here you will need to choose the tax (VAT) rate for the goods/services you invoice. Please note, that in some cases you may have tax rates available for selection that are not valid for your country.

15% Luxembourg - 15% non-reclaimable



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Invoices and credits

Processing options (BE)

Note - This browser session will be terminated if there is no activity for 30 minutes.

The fields indicated with an asterisk (*) are required.

Bill to name: IBM Belgium BE0405912336
 Purchase order number: 4602073806
 Purchase order date: 22 May 2008
 Supplier invoice date: 05 August 2008
 Tax date: 05 August 2008
 Invoice type: Invoice

Supplier invoice number*

Currency: EUR
 Exchange rate: 1.00000 EUR
 Supplier number: TEST SUPPLIER
 Tax country: Belgium-Domestic invoice

Copy purchase order items text to invoice items

Acceptable purchase order items. Mark to copy the purchase order item to the invoice.

Purchase order item number	Brief description	Invoice item number	Invoice quantity	Unit of measure	Basis of unit price	Unit price	WOI quantity/amount invoiced to date	Tax rate
<input checked="" type="checkbox"/> 00001	463BBETSC608210079 Project management and engineering	<input type="text" value="1"/>	<input type="text" value="1.000"/>	Piece (PCE)	1.000	<input type="text" value="3,720.000"/>	<input type="text" value="0.000/0.00"/>	--Select one-- <input type="button" value="v"/>

Select all Help

Invoices and Credits [continue]

Invoice Number: Number you specify to identify the invoice. This number should be a unique number (once used on one invoice, it may not be used on another invoice). The invoice number should match invoice records in your internal administration.

Exchange Rate: The rate of exchange between the currency of the order and the currency of the invoice. In most cases the currencies are the same, therefore the exchange rate is 1.00 .

Copy Text: Place a check mark (✓) in this field to copy the purchase order text (descriptions) to the invoice.

Invoices and Credits [continue]

The Invoice Item Number is used to denote the sequence in which items appear on your invoice. In this example there is only one line to invoice, therefore the invoice line item number is '1'
 Usually the invoice item number is the same as the purchase order item number. Items are numbered sequentially. The first item you invoice is always number 1, the second is always number 2, etcetera.

Invoices and Credits [continue]

Invoice Quantity:
 Here you can see the required quantity. If the unit of measure is PCE (Pieces) or HUR (Hours), then the quantity is the number of pieces or hours. In this case the unit of measure is UL (Unitless). In such cases the quantity is always 1. You can change the quantity (eg part invoice) when the unit of measure is not UL.

Invoices and Credits [continue]

Unit Price:
 The unit price is the price per item (price per piece, hourly rate, etc). When the unit of measure is UL (unitless) the unit price is the total value of the order.

Invoices and Credits [continue]

Quantity / Amount Invoice to Date:
 This is a "counter" which keeps track of quantities and amounts invoiced by you.

Invoices and Credits [continue]

Tax Rate:
 Here you will need to choose the tax (VAT) rate for the goods/services you invoice. Please note, that in some cases you may have tax rates available for selection that are not valid for your country.

- 0%
- 2.73%
- 3%
- 3% Luxembourg - 6%
- 6% Luxembourg - 12%
- 15%
- 15% Luxembourg - 15% non-reclaimable

- Related links
- IBM Privacy Statement
 - Supply portal
 - Instructions for exports to IBM
 - Web reporting



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Web Order and Invoice (WOI)

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Create from PO (BE)

Taxes have been calculated automatically.

Note - This browser session will be terminated if there is no activity within 30 minutes.

The fields indicated with an asterisk (*) are required.

Bill to name	IBM Belgium BE0405912336
Purchase order number	4602073806
Purchase order date	22 May 2008
Supplier invoice date	05 August 2008
Tax date	05 August 2008
Invoice type	Invoice
.....	
Supplier invoice number	12345678TEST
Currency	EUR
Exchange rate	1.00000 EUR
Supplier number	1000295660 TEST SUPPLIER
Tax country	Belgium-Domestic invoice

[Help](#)

Invoices and Credits [\[continue\]](#)



You will see that the invoice and tax amounts have been calculated by the WOI application. You have already entered these amounts. Should you want to change any details, then click the "Edit Items" button. When you do not charge VAT / Tax, then you must enter a reason for not doing so. This is also done on the Edit Items screen. Click the "Edit Items" button to see how you can change item information.

Related links

- IBM Privacy Statement
- Supply portal
- Instructions for exports to IBM
- Web reporting

Invoice items (1)

[Help](#)
Currency (EUR)

Invoice item number	Purchase order item number	Brief description	Invoice quantity	Unit of measure	Basis of unit price	Unit price	WOI quantity/amount invoiced to date	Item total	Tax rate	Tax amount
001	00001	Project management and engineering	1.000	Piece (PCE)	1.000	3,720.000	0.000/0.00	3,720.00	21%	781.20

[→ Simulate edit items](#)

[Help](#)

Invoice total

	Currency (EUR)
Invoice items total	3,720.00
Tax total	781.20
Invoice total	4,501.20

Control amounts

Control tax value*	<input type="text" value="781.20"/>
Control total invoice value*	<input type="text" value="4,501.20"/>

Invoices and Credits [continue]

 The invoice totals have now been calculated and 2 extra fields have now appeared on the invoice form: "Control Tax Value" and "Control Total Invoice Value". You must complete these fields manually. In the field "Control Tax Value" you must enter the tax amount as it is calculated on the invoice. In the field "Control Total Invoice Value" you must enter the total amount of the invoice (inclusive of tax).

Buying company tax information

VAT registration number BE0405912336

Invoices and Credits [continue]

Here you can find VAT/Tax information from IBM or the IBM subsidiary that sent the purchase order.

Supplier tax information

VAT registration number*	<input type="text" value="BE0087654321"/>
Structured communication number	<input type="text"/>

Invoices and Credits [continue]

VAT Registration Number: Here you must specify your VAT registration number. This is a legal requirement. Invoices not quoting a vendor VAT registration number will be rejected by IBM.
Invoice Instructions: Here you can add comments or instructions to the invoice. It is not mandatory to do so.

Administrative contact

The fields indicated with an asterisk (*) are required to complete this transaction; other fields are optional. If you do not want to provide us with the required information, please use the "Back" button on your browser to return to the previous page, or close the window or browser session that is displaying this page.

Name*	<input type="text" value="Contact Person"/>
Communications method*	<input type="text" value="Contact by E-mail"/>
Phone number or e-mail*	<input type="text" value="contact@company.com"/>

Invoices and Credits [continue]

In these fields you should enter your contact details. These contact details will only be used in case of questions relating to the invoice.

Invoice instructions

Header text (P)	<input type="text" value="Sourcing Buyer: Steven Bauweraerts"/>
-----------------	---

Invoice issuer address

Country/Region*	<input type="text" value="Belgium(BE)"/>	<input type="button" value="Go"/>
Name/Address*	<input type="text" value="TEST SUPPLIER"/>	
Name2	<input type="text"/>	
Address1	<input type="text" value="LONG STREET 62."/>	
Address2	<input type="text"/>	
Address3	<input type="text"/>	
Address4	<input type="text"/>	
PO box	<input type="text"/>	
City	<input type="text" value="BRUXELLES"/>	
District	<input type="text"/>	
State/Region/Province	<input type="text"/>	
Postal code*	<input type="text" value="1070"/>	

Invoices and Credits [continue]

In these fields you should enter your company address information. In most cases these fields will be completed for you.

Bill to address

Country/Region	Belgium(BE)
Name/Address	IBM Belgium nv/sa
Name2	IBM Belgium NV/SA
Address1	Avenue du Bourget (Iaan) 42
Address2	
Address3	
Address4	
PO box	
City	Bruxelles/Brussel
District	
State/Region/Province	
Postal code	B-1130

Invoices and Credits [continue]

This is the Bill To Address. You can not change the Bill To Address details.

Ship to address

Country/Region*

Name/Address*

Name2

Address1

Address2

Address3

Address4

PO box

City

District

State/Region/Province

Postal code*

Invoices and Credits [continue]

This is the Ship To Address.
Where goods are ordered, this will be the same as the delivery address.

Invoices and Credits [continue]

Submit: Use this button to send the invoice to IBM.
Save as draft: This button saves the invoice without submitting it. Saved invoices can be retrieved from the "Invoices and Credits" section on the main WOI screen.
Save as default: This button will save the default information (Tax registration number, Name, Address, etc). Once saved, this information will be displayed automatically on any next invoice.
Cancel: This button will not save or submit the invoice. It will take you directly to the WOI main screen.
Reset: This button will clear any details you have entered on the invoice.
*** Be careful when using the Cancel and Reset buttons. ***

[Web Order and Invoice \(WOI\)](#)[News](#)[WOI terms and conditions](#)[Purchase orders](#)[Invoices and credits](#)[Rejected invoices](#)[Remittance advices](#)[Protocol reports](#)[Invoice outsourcing agreement](#)[Supplier profile](#)[Customer care](#)[Feedback](#)[Help](#)[Contacts](#)[Glossary](#)[Resource links](#)[Purchase order terms and conditions](#)**Related links**

- [IBM Privacy Statement](#)
- [Supply portal](#)
- [Instructions for exports](#)

Invoices and credits

Confirm submission (BE)

Note - This browser session will be terminated if there is no activity within 30 minutes.

As a reminder, you are responsible for storing a copy of the invoice for audit purposes. Please print a copy of the invoice, or download an electronic copy of the invoice for future reference.

Purchase order number	4602073806
Supplier invoice date	05 August 2008
Supplier invoice number	12345678TEST
Invoice total	4,501.20 (EUR)
Exchange rate	1.00000

Warning messages :

Message 1: The item text for item 001 has not been edited.

Co-contractant statement No

Tax to pay by the co-contractant. VAT Code art 51§ 2

Invoices and Credits

On this screen you are asked to confirm that you wish to submit this invoice to IBM. Click the "OK" button to submit your invoice.

The invoice has now been sent to IBM and you have returned to the WOI main screen. Save and/or sent invoices can be retrieved by clicking „Invoices and Credits”.


Ireland [change] | [Terms of use](#)

Search

[Home](#) | [Products](#) | [Services & industry solutions](#) | [Support & downloads](#) | [My account](#)

Global procurement > Procurement portal > Web Order and Invoice (WOI) >

Invoices and credits

This Web page supports the creation of new invoices or credits to the buying company. In addition, previously created invoices and credits may be viewed by identifying the appropriate search criteria.

The fields indicated with an asterisk (*) are required.

Bill to name --Select one-- ▼

Supplier number 1000132944 TEST SUPPLIER

To create an invoice for a purchase order, go to: [Purchase orders](#)

[→ Simulate create invoice from scratch](#) [Help](#)

Search on

Select all ▼ [Go](#) [Help](#)

[→ View printer friendly](#) [→ Simulate edit](#) [→ Simulate copy to new invoice](#)

[→ Download signed/stored invoice](#) [→ Simulate delete](#) [Help](#)

[Help](#)

Invoice and credit search results

	Supplier invoice number	Supplier invoice date	Supplier invoice submitted date	Purchase order number	Buying company name	Status	Mark for deletion
<input type="radio"/>	1000018468	02/Jan/2008	02/Jan/2008 at 15:10	4601969555	IBM Germany GP	Arrived Signed	<input type="checkbox"/>
<input type="radio"/>	1000018468	02/Jan/2008	02/Jan/2008 at 15:51	4601969516	IBM Germany GP	Rejected Signed	<input type="checkbox"/>

Related links

- [IBM Privacy Statement](#)
- [Supply portal](#)
- [Instructions for exports to IBM](#)
- [Web reporting](#)

Web Order and Invoice (WOI)

- [News](#)
- [WOI terms and conditions](#)
- [Purchase orders](#)
- [Invoices and credits](#)**
- [Rejected invoices](#)
- [Remittance advices](#)
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- [Resource links](#)
- [Purchase order terms and conditions](#)

SUPPLIER PROFILE

The screenshot shows the IBM Supplier Profile page. The top navigation bar includes the IBM logo, the location 'Ireland [change]', and a 'Terms of use' link. Below this is a search bar and a 'Search' button. A secondary navigation bar contains links for 'Home', 'Products', 'Services & industry solutions', 'Support & downloads', and 'My account'. The main content area is titled 'Supplier profile' and includes a breadcrumb trail: 'Global procurement > Procurement portal > Web Order and Invoice (WOI) > Supplier profile'. A descriptive paragraph states: 'This Web page allows a supplier to set several parameters for a specific supplier number.' The form contains several fields: 'Supplier number*' with a value of '1000132944(SUPPLIER Cathedral)', 'Set GMT offset*' with a dropdown menu showing 'GMT Dublin,Lisbon, London (GMT)', and 'Set e-mail alert*' with radio buttons for 'Yes' (selected) and 'No'. Below these is a text input field for 'Distribution list for e-mail alerts' containing 'user1@company.com, user2@company.com'. Three callout boxes provide additional information: the first explains that asterisks indicate required fields and points to the 'Supplier number' field; the second explains the 'GMT Offset' field and points to its dropdown menu; the third explains the 'Set e-mail alert' field and points to its radio buttons. A left-hand sidebar contains a list of navigation links: 'Web Order and Invoice (WOI)', 'News', 'WOI terms and conditions', 'Purchase orders', 'Invoices and credits', 'Rejected invoices', 'Remittance advices', 'Protocol reports', 'Invoice outsourcing agreement', 'Supplier profile', 'Customer care', 'Feedback', 'Help', 'Contacts', 'Glossary', 'Resource links', and 'Purchase order terms and conditions'.

Ireland [change] | Terms of use

Home | Products | Services & industry solutions | Support & downloads | My account

Global procurement > Procurement portal > Web Order and Invoice (WOI) >

Supplier profile

This Web page allows a supplier to set several parameters for a specific supplier number.

The fields indicated with an asterisk (*) are required.

Supplier number* 1000132944(SUPPLIER Cathedral)

Set GMT offset* GMT Dublin,Lisbon, London (GMT)

Set e-mail alert* Yes No

Distribution list for e-mail alerts
user1@company.com, user2@company.com

The Supplier Profile [continue]
Choose your Supplier number from the drop-down list. In most cases there is only one number to choose from.

The Supplier Profile [continue]
"GMT Offset" is the time zone where you are. Since the WOI application is a globally used tool, your setting in this field will determine the timestamps of documents as they appear on your WOI screen.

The Supplier Profile [continue]
Should you like to receive an e-mail notification when you receive new documents (such as purchase orders) in your WOI "mailbox", then select "Yes". Enter the e-mail address where you want the notification to be sent to in the box below. You can enter several addresses, provided they are separated by a comma.

Click the „Save profile change” button to save your profile.

 Search

Global procurement > Procurement portal >

Web Order and Invoice (WOI)

Welcomenewuser@company.com to WOI

If you are notnewuser@company.com [click here](#) to return to the supply portal

- Web Order and Invoice (WOI)
- News
- WOI terms and conditions
- Purchase orders
- Invoices and credits
- Rejected invoices
- Remittance advices
- Protocol reports**
- Invoice outsourcing agreement
- Supplier profile
- Customer care
- Feedback
- Help
- Contacts
- Glossary
- Resource links
- Purchase order

Web Order and Invoice (WOI) for purchase management and supplier portal

Protocol Reports

In this lesson you will learn how you can create protocol reports. Such reports are a legal requirement in a number of European countries. If you are invoicing on behalf of a company residing in [Switzerland](#), [Belgium](#), [The Netherlands](#), [Germany](#) or [France](#), then these protocol reports are applicable to you. If you are not invoicing on behalf of a company residing in any of these countries, you may skip this lesson. Click the "Protocol reports" link to start.

[WOI terms and conditions](#)
View and print WOI terms and conditions.

[Purchase orders](#)
Sort, search, list, accept, reject and print purchase orders. Also, create advance shipment notifications and invoices from

[Invoice outsourcing agreement](#)
View and print invoice outsourcing agreement.

[Supplier profile](#)
View and change your supplier profile.

[Feedback](#)

Security Note: To protect your privacy, once you have finished using WOI, you must shut down all web browser windows so that you will be logged off the IBM Internet Password system. Otherwise, some other person could use your workstation to access WOI.



Global procurement > Procurement portal > Web Order and Invoice (WOI) >

Web Order and Invoice (WOI)

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Protocol reports

Protocol reports are legally required for certain geographies. Identify the appropriate search criteria below in order to display the desired list of protocol reports.

[→ Simulate create new protocol report](#) [Help](#)

Protocol Reports

In this lesson you will learn how to create a protocol report. Click the "Create new protocol report" button to start.

Search on

Status



Search for

Not viewed



[Go](#) [Help](#)

[→ Open](#) [Help](#)



Global procurement > Procurement portal > Web Order and Invoice (WOI)

Protocol reports

Create

The fields indicated with an asterisk (*) are required.

Buying company name*	<input type="text" value="IBM United Kingdom GP"/>	<input type="button" value="Go"/>
Purchasing tax entity*	<input type="text" value="United Kingdom GB107328000"/>	

Administrative contact

Name*	<input type="text" value="New User"/>
Communications method*	<input type="text" value="Contact by E-mail"/>
Phone number or e-mail*	<input type="text" value="newuser@company.com"/>

Invoice submission date range

Start date*	<input type="text" value="01"/>	/	<input type="text" value="Jun"/>	/	<input type="text" value="2008"/>
End date*	<input type="text" value="30"/>	/	<input type="text" value="Jun"/>	/	<input type="text" value="2008"/>

Protocol report create date 06 August 2008
Protocol software version number 002

Protocol Reports [continue]
You should enter your details as illustrated below.

Protocol Reports [continue]
A start- and end date for your report must be selected.

Protocol Reports
Click the "Submit" button to generate the protocol report.

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- Purchase orders
- Invoices and credits
- Rejected invoices
- Remittance advices
- Protocol reports
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- Purchase order terms and conditions

- Related links
- Supply portal
 - IBM Privacy Statement
 - Instructions for exports to IBM



Search

Global procurement > Procurement portal > Web Order and Invoice (WOI)

>

Protocol reports

Protocol Reports
Please scroll down this page.

Confirm submission

Buying company name IBM United Kingdom GP

Administrative contact

Name	New User
Communications method	Contact by E-mail
Phone number or e-mail	newuser@company.com

Invoice submission date range

Start date	01 June 2008
End date	30 June 2008

Bill to address

Name/Address	IBM UK
Name2	IBM United Kingdom Limited
Address1	PO Box 41
Address2	North Harbour
Address3	
PO box	
City	Portsmouth
District	Hampshire

- Web Order and Invoice (WOI)
- News
- WOI terms and conditions
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Related links

- Supply portal
- IBM Privacy Statement

State/Region/Province
Postal code PO6 3AU
Country/Region United Kingdom(GB)

Buying company tax information

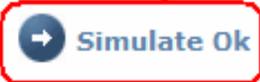
Buying company VAT number GB107328000
Buying company SIRET number

Protocol report create date 06 August 2008
Protocol software version number 002
Number of reports to be created 0

The protocol report will reflect a status of submitted on the Protocol report screen until the actual report is created. At that time, the status of the report will reflect not viewed.

This report is submitted to the buying company.
There is no report.

Protocol Reports
Click the "OK" button to generate the protocol report.



Search

Global procurement > Procurement portal > Web Order and Invoice (WOI) >

Web Order and Invoice (WOI)

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Protocol reports

Simulated request submission completed successfully.

Protocol reports are legally required for certain geographies. Identify the appropriate search criteria below in order to display the desired list of protocol reports.

[→ Simulate create new protocol report Help](#)

Search on

Select all



Go

Help

[→ Open Help](#)

Protocol Reports

The request for generating a protocol report has now been submitted. It may take up to 48 hours before you can view the actual protocol report in the WOI application. Click the "GO" button to view existing protocol reports.



Search

Global procurement > Procurement portal > Web Order and Invoice (WOI) >

Protocol reports

Protocol reports are legally required for certain geographies. Identify the appropriate search criteria below in order to display the desired list of protocol reports.

[→ Simulate create new protocol report](#) [Help](#)

Search on

Select all [Help](#)

Protocol Reports

Click the "Open" button to view the protocol report.

[→ Open](#) [→ Simulate archive](#) [Help](#)

[Help](#)

Protocol report search results

	Buying company name	Purchasing VAT number	Supplier number	Start date	End date	Status	Generation method	Mark for archiving
	IBM Netherlands GP	NL001475253B01	1000058853	01/Jun/2008	30/Jun/2008	Not viewed	Automatic	



Global procurement > Procurement portal > Web Order and Invoice (WOI)

>

Protocol reports

Details

Protocol Reports

At the top of the protocol report you will find general information about the protocol report (name, date ranges etc). Please scroll down.

- Web Order and Invoice (WOI)
- News
- WOI terms and conditions
- Purchase orders
- Invoices and credits
- Rejected invoices
- Remittance advices
- Protocol reports**
- Invoice outsourcing agreement
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- Glossary
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- Purchase order terms and conditions

Generation method	Automatic
Batch number	67
Batch sequence number	44
Buying company name	IBM Netherlands GP

Administrative contact

Name	New User
Communications method	Contact by E-mail
Phone number or e-mail	newuser@company.com
Supplier number	1000058853

Invoice submission date range

Start date	01 June 2008
End date	30 June 2008

Related links

- [Supply portal](#)
- [IBM Privacy Statement](#)
- [Instructions for exports to IBM](#)

Bill to address

Name/Address	IBM Netherlands
Name2	IBM Nederland BV
Address1	Johan Huizingalaan 765
Address2	
Address3	
PO box	
City	Amsterdam
District	
Postal code	1066 VH
Country/Region	Netherlands(NL)

Protocol Reports

Here you can find the company details of both the buying party and the invoicing party. Please scroll down again.

Buying company tax information

Buying company VAT number	NL001475253B01
Protocol report create date	04 July 2008
Protocol software version number	002

Invoice issuer address

Name/Address	TEST SUPPLIER
Name2	
Address1	
Address2	
Address3	
PO box	1083
City	NIEUWEGEIN
District	
Postal code	3430 BB
Country/Region	Netherlands(NL)

Supplier tax information

Supplier VAT number NL000000000B00

EUR

Previously reported	Document type	Supplier invoice number	Supplier invoice date	Submission date/time	Sent date/time	Net amount	Tax amount	NCU tax amount	Exchange rate	Gross amount
				Credit total		0	0	0		0
	Invoice	4561044519A	13/May/2008	18/Jun/2008 at 09:33	18/Jun/2008 at 09:35	4,306.20	818.18	818.18	1.00000	5,124.38
	Invoice	4561044968	30/Jun/2008	30/Jun/2008 at 17:56	30/Jun/2008 at 18:05	549.00	104.31	104.31	1.00000	653.31
				Invoice total		4,855.20	922.49	922.49		5,777.69
				Balance		4,855.20	922.49	922.49		5,777.69

Count of credits/invoices for NI 000000000B00 is 2

Count of all credit/invoices 2

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Protocol Reports [\[continue\]](#)

Here you will find the actual protocol report: a list of invoices and credits that were submitted during the reporting period.

Where protocol reports are a legal requirement, Customs and Excise Authorities may require you to produce such a report.