



business



WOI Tutorial for Non E-invoice Users

IBM Integrated Supply Chain





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Overview

What is WOI?

WOI (Web Order and Invoice) is an IBM web-based, object oriented 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.

It allows customers to :

- Sign in using their registered profile ID and change their password
- Receive new purchase orders or purchase order changes
- Create purchase order acknowledgements
- Create ASN (Advanced Shipment Notice)
- Print out purchase orders and etc
- Review the remittance advices





Application usage requirements

- **Minimum browser versions** - Your web browser should be Internet Explorer at version 5.0, 5.5 or 6.0; or Netscape Navigator at version 4.72 through 6.1, but not 6.0.
- **JavaScript enabled** - WOI requires that your web browser be enabled for JavaScript. This is used for validating user input, initiating submission, controlling dynamic screen behaviour, and controlling navigation through use of links.
- **Cookies** - WOI requires that your web browser be defined to accept cookies. Cookies are only used for WOI internal session management and are not used to store any information about users.
- **Cascading Style Sheets** - WOI requires that your web browser be enabled for cascading style sheets. Without this, the sort and search functions are reduced. For example, search is limited to include only the "Select All" capability.
- **Web browser Back button** - For consistent results on all web browsers, you should avoid using the browser's Back button to return to the previous screen in the WOI application. Instead you should use the Return button or other appropriate action buttons (Cancel, Submit...) to navigate in the WOI application. These buttons are designed to do the appropriate navigation for you. Where these WOI buttons are



User Roles

Guest Company Coordinator (GCC) - Your capability for using specific WOI functions is controlled through configuration by the Guest Company Coordinator for the supplier company.

Sales - View most items in WOI and can process (accept/reject) purchase orders.

Accounts Receivable (A/R) - Originate invoices, create protocol reports, delete items in the WOI system, and view everything in WOI. Where applicable, this user must also accept tax authority declarations prior to continuing to use WOI.

T and C Accept (TCA) - Accept terms and conditions statements on behalf of the supplier.

Multiple Roles - You can be assigned to multiple user roles in WOI, combining the capabilities of each role that is assigned to you.





Main Processes in WOI

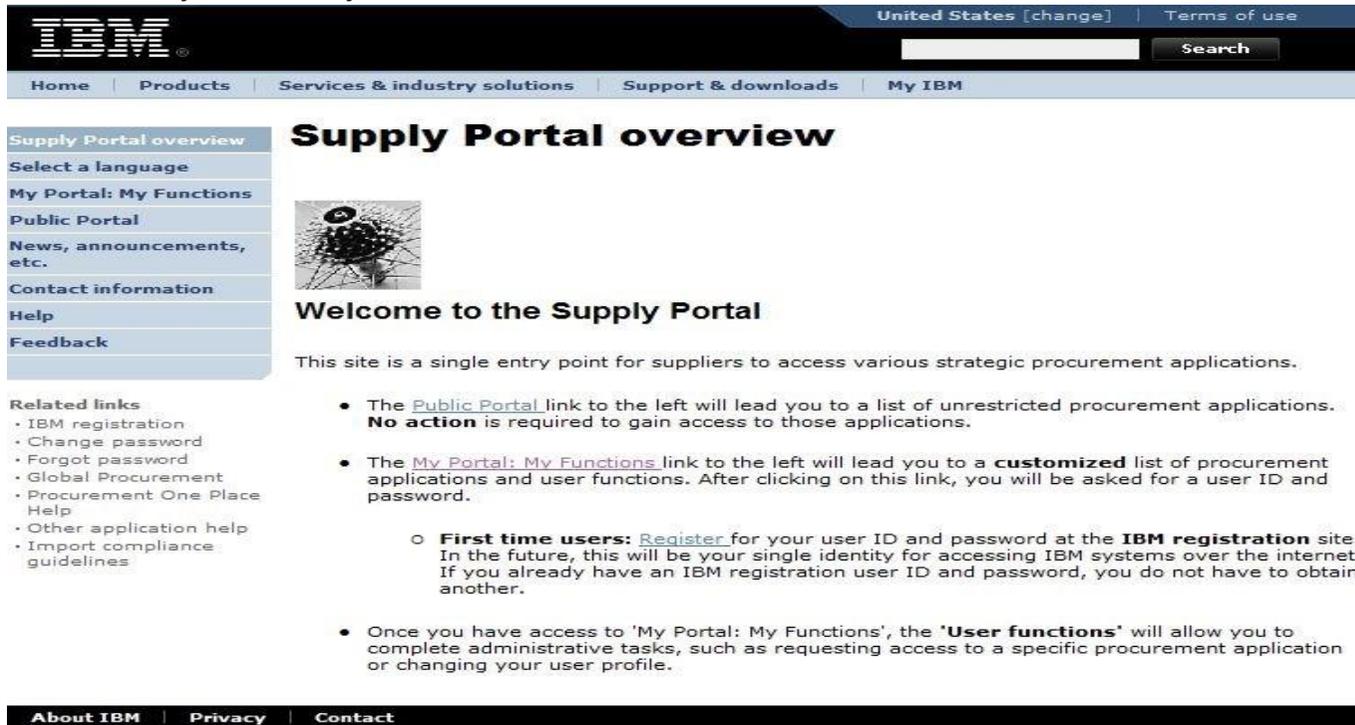
- Receive a PO in WOI
- Acknowledge the PO
 - If correct, acknowledge the PO
 - If incorrect or any inquiries, contact IBM Procurement to amend and resend the PO; then acknowledge the correct PO
- Create ASN (Advanced Shipment Notice)
- Review the remittance advices
- Maintain supplier profile





Login into WOI

1. Enter the WOI URL <https://www.ibm.com/procurement/esi> in your browser.
2. Click 'My Portal: My Functions'



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 the navigation bar, there are several menu items: 'Home', 'Products', 'Services & industry solutions', 'Support & downloads', and 'My IBM'. The main content area is titled 'Supply Portal overview' and includes a sidebar with links like 'Select a language', 'My Portal: My Functions', 'Public Portal', 'News, announcements, etc.', 'Contact information', 'Help', and 'Feedback'. The main content area also features a 'Welcome to the Supply Portal' message and a list of related links and instructions for users.

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
- Procurement One Place Help
- Other application help
- Import compliance guidelines

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.

[About IBM](#) | [Privacy](#) | [Contact](#)

3. Enter User ID and Password, and click 'Sign In'.



The screenshot shows the 'Sign in with your IBM ID' page. It features a heading 'Sign in with your IBM ID' and a sub-heading 'If you don't have an IBM ID, [register now](#).' Below this, there are two links: 'IBM Employees: [Sign in with your intranet ID](#).' and 'IBM ID:'. There are two input fields: 'IBM ID:' with the text 'userid' and 'Password:' with a masked password '.....'. Below the input fields, there are two links: '[Forgot IBM ID?](#)' and '[Forgot password?](#) | [Change password](#)'. At the bottom right, there is a 'Sign in' button.

Sign in with your IBM ID

If you don't have an IBM ID, [register now](#).

IBM Employees: [Sign in with your intranet ID](#).

IBM ID:

Password:

[Forgot IBM ID?](#) | [Forgot password?](#) | [Change password](#)



- [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
- Procurement One Place Help
- Other application help
- Import compliance guidelines

My Portal: My Functions



Hello,
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		
Contractor Sourcing Application (CSA)	Contractor Sourcing Application (CSA)	News
Web Order and Invoice	Web Order and Invoice	News

[About IBM](#) | [Privacy](#) | [Contact](#)

"My portal My functions" page gives a summary of Procurement user functions.

Click "Web Order and Invoice" to access WOI.



Web Order and Invoice Main Page

You are now on the homepage of WOI

Global procurement > Procurement portal >

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

Web Order and Invoice (WOI)

Welcome woi_education@us.ibm.com to WOI

If you are not woi_education@us.ibm.com [click here](#) to return to the supply portal

Web Order and Invoice (WOI) is a strategic, Web-based solution for paperless procurement. WOI supports the presentation and management of generated purchase orders. It also allows suppliers to invoice for goods and services.

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.

Latest news items

IBM Corp.	2013 April 19	Start and End Date Are Required for Service related Invoices
-----------	---------------	--

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.
Purchase order acknowledgments Sort, search, list, submit, and print purchase order acknowledgments.	Help Get help in using WOI, including overview information on the application and a "how to" index.
Advance shipment notifications Sort, search, list, save (as default or draft), update, submit, print, and delete advance shipment notifications.	Contacts View information about how to contact people for assistance or additional information on WOI.

Related links

- [Supply portal](#)
- [IBM Privacy Statement](#)
- [Principles and Policies](#)
- [Instructions for exports to IBM](#)
- [Web reporting](#)
- [Procurement One Place team](#)





Search and Sort Function



Search Function

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 printer friendly Help
- Create invoice from purchase order

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

- Select all
- Purchase order number
- Supplier number
- Buying company name
- Corporation name
- Original purchase order date
- Last change date
- Status

The default purchase order searching is Options under the 'Search on' section Search on 'Status', search for 'Not viewed'.



Sort Function

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 for** [Help](#)

- [Open](#) [View printer friendly](#) [Help](#)
- [Create invoice from purchase order](#)

Click arrows to ascend or descend orders

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"/>	P322KW01	WOILOCAL	IBM Australia Limited	Sep/08/09 at 8:39 AM	May/31/10 at 10:03 AM	Not viewed	0 item(s) accepted of 1 Item total	
<input type="radio"/>	P322KV01	WOILOCAL	IBM Australia Limited	Sep/08/09 at 8:35 AM		Not viewed	0 item(s) accepted of 1 Item total	
<input type="radio"/>	P3227J01	WOILOCAL	IBM Australia Limited	Mar/20/09 at 10:29 AM	May/31/10 at 10:06 AM	Not viewed	0 item(s) accepted of 1 Item total	

Each page contains up to 20 documents. If you have more than 20, use the scroll function to move between pages.





Purchase Order

[View PO Information](#)



Functions on PO main page

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 for	
Status	Viewed	Go Help

→ Open	→ View printer friendly	Help
→ Create invoice from purchase order	→ Delete	
→ Create advance shipment notification from purchase order		

1. Open

Get into the detailed PO page and Create PO Acknowledgement.

2. View printer friendly

Obtain printable version of the purchase order

3. Create invoice from purchase order

Submit the invoices against the PO after the PO is acknowledged

4. Delete

Delete the PO from WOI. You should only delete the cancelled or fully invoiced PO

5. Create advance shipment notification from purchase order

Based on IBM purchasing companies' business requirement, this option may not be available for the suppliers.



View PO Information

Purchase orders

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

Search on Purchase order number **Search for** P322KV01 [Help](#)

[Help](#)

[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"/>	P322KV01	WOILOCAL	IBM Australia Limited	Sep/08/09 at 8:35 AM		Not viewed	0 item(s) accepted of 1 Item total	

[Help](#)

1. Select the PO
2. Click one of the 'Open' buttons.





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

Purchase orders

Details

[Return](#)

[Printable version](#)

Basic purchase order information

Buying company name	IBM Australia Limited
Purchase order number	P322KV01
Original purchase order date	Sep/08/09 at 8:35 AM
Status	Viewed Help

Supplier

Supplier name	WOI LOCAL SUPPLIER 1
Supplier number	WOILOCAL Help

Name and address information

Buying company address

Name/Address	IBM Australia Limited
Name2	Accounts Payable Department
Address1	PO Box 400
Address2	Pennant Hills NSW 2120
Address3	Australia
Address4	
PO box	
Country/Region	Australia(AU)

Supplier address

Name/Address	WOI LOCAL SUPPLIER 1
Name2	
Address1	genesis supplies
Address2	Kaki Bukit Ave 5
Address3	Korea
Address4	

Country/Region Korea, Republic of South(KR)

Buying company tax information

Australia business number (buying company)	79 000 024 733
--	----------------

Payment information

Payment terms	45 Days
Currency	AUD

[Create purchase order acknowledgment from purchase order](#)

[Help](#)

View of items list [Go](#)

[Set as preferred view](#)

[Help](#)

Brief items view

Purchase order item number	Item status	Buying company part number	Brief description	Delivery date	Quantity ordered	Unit of measure	Unit price
001	Not Viewed, Not accepted		dpacolla - preferred supplier - resale	September 1 2009	3	PC	4,567.99

Click Item number to view item details

[Create purchase order acknowledgment from purchase order](#)



business

Item Details Screen

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

Purchase orders

Item detail

[Return](#)

[Purchase order item text](#)

Purchase order summary

Purchase order number	P322KV01
Purchase order date	September 8 2009 at 8:35:00 AM
Status	Viewed, Not accepted
Currency	AUD

Purchase order item number	001
Quantity ordered	3
Unit of measure	PC
Basis of unit price	1.00
Unit price	4,567.99
Extended price	13,703.97
Brief description	dpacolla - preferred supplier - resale

Schedule of delivery

Delivery date	Delivery time	Request quantity
September 1 2009		3.00000

Buyer information

Contact information	Elizabeth Phua
---------------------	----------------

Ship to address information

Name/Address	company name
Name2	AU Tester1
Address1	street
Address2	
Address3	
Address4	

Internal recipient	-05014 Tester1AU@v25db114.mkm
Internal address	

Schedule of pricing information

Unit price	Validity range start date	Validity range end date
4,567.99		

Purchase order item text

Item text
 dpacolla - preferred supplier - resale
 Delivery Address:
 Company Name:
 company name
 12
 122
 Attention :AU
 Tester1
 St.:street
 City:city
 Country:AU
 Postal Code:4341
 Region:NSW





View change summary

Buying company tax information

Australia business number (buying company) 79 000 024 733

Payment information

Payment terms 45 Days
Currency AUD

[→ View change summary](#)

[→ Create purchase order acknowledgment from purchase order](#)

[Help](#)

View of items list [Go](#)

[→ Set as preferred view](#)

[Help](#)

Brief items view							
Purchase order item number	Item status	Buying company part number	Brief description	Delivery date	Quantity ordered	Unit of measure	Unit price
001	Not Viewed, Not accepted, Changed		dpacolla - preferred supplier - resale	September 10 2009	60	PC	4,567.99

[→ View change summary](#)

[→ Create purchase order acknowledgment from purchase order](#)

[Help](#)

If PO is amended, the button 'View Change summary' appears



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

Purchase orders

Change summary

[Return](#)

Basic purchase order information

Buying company name IBM Australia Limited
Purchase order number P3223Y01
Purchase order date March 10 2009 at 10:57:00 AM
Last change date May 31 2010 at 10:05:00 AM

Search criteria

View item
Change date
Field name

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	
001 (Current)	May 31 2010 at 10:05:00 AM	Quantity to be Delivered	1.00	2.00	
001 (Current)	May 31 2010 at 10:05:00 AM	Previous Delivery Quantity	0.00	0.00	

Compare these two columns to view the changed details.





View Printer Friendly

Obtaining full information of the PO, including item details.

Purchase orders

Printer friendly

[← Return](#)

Purchase order details

Buying company name IBM Australia Limited

Purchase order

Purchase order number P3222Z01
Original purchase order date Feb/21/09 at 10:24 AM

Supplier

Supplier name WOI LOCAL SUPPLIER 1
Supplier number WOIOLOCAL

Payment information

Payment terms 45 Days
Currency AUD

Name and address information

Buying company address

Name/Address IBM Australia Limited
Name2 Accounts Payable Department
Address1 PO Box 400
Address2 Pennant Hills NSW 2120
Address3 Australia
Address4
PO box
Country/Region Australia(AU)

Supplier address

Name/Address WOI LOCAL SUPPLIER 1
Name2
Address1 genesis supplies
Address2 Kaki Bukit Ave 5
Address3 Korea
Address4
Country/Region Korea, Republic of South(KR)

Brief items view

Purchase order item number	Item status	Buying company part number	Brief description	Delivery date	Quantity ordered	Unit of measure	Unit price
001	Not Viewed, Not accepted		Horizontal Sub-System for Data	September 17 2011	5	PC	23,500.00

Item 001 - Current

Supplier part number 3GCC-0002
Brief description Horizontal Sub-System for Data
Quantity ordered 5
Unit of measure PC
Basis of unit price 1.00000
Unit price 23,500.00
Extended price 117,500.00

Schedule of delivery

Delivery date	Delivery time	Request quantity
September 17 2011		5.00000

Buyer information

Contact information Elizabeth Phua
Phone
Fax
E-mail address

Ship to address information

Name/Address IBM Australia
Name2 AU Tester4
Address1 Street

Schedule of pricing information

Unit price	Validity range start date	Validity range end date
23,500.00		

Purchase order item text

Item text
Horizontal Sub-System for Data
3GCC-0002
Part Number: 3GCC-0002



Purchase Order Acknowledgement



View PO Information

Purchase orders

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

Search on Purchase order number **Search for** P322KV01 [Help](#)

- [Help](#)
-

[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"/>	P322KV01	WOILOCAL	IBM Australia Limited	Sep/08/09 at 8:35 AM		Not viewed	0 item(s) accepted of 1 Item total	

- [Help](#)
-

1. Select the PO
2. Click one of the 'Open' buttons.





Buying company tax information

Australia business number (buying company) 79 000 024 733

Payment information

Payment terms 45 Days
Currency AUD

[→ Create purchase order acknowledgment from purchase order](#)

[Help](#)

View of items list [Go](#)

[→ Set as preferred view](#)

[Help](#)

Brief items view

Purchase order item number	Item status	Buying company part number	Brief description	Delivery date	Quantity ordered	Unit of measure	Unit price
001	Viewed, Not accepted		dpacolla - preferred supplier - resale	September 1 2009	3	PC	4,567.99

[→ Create purchase order acknowledgment from purchase order](#)

[Help](#)

Click on either button to acknowledge PO





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

Purchase order acknowledgments

Processing options

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

The fields indicated with an asterisk (*) are required. You may adjust the session timeout value during an active session. This is the amount of time before your browser session terminates for inactivity. Select the desired time in the Inactivity timeout field and click Go.

Inactivity timeout	30 minutes ▾	Go
Buying company name	IBM Australia Limited	Help
Supplier name	WOI LOCAL SUPPLIER 1	
Supplier number	WOILOCAL	
Currency	AUD	
Purchase order number	P322KV01	

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

	Accept action	Change action	Reject action	Purchase order item number	Item status	Brief description	Quantity ordered	Unit price	Number of delivery schedule lines	Number of deliveries to schedule *
<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	001	Not accepted	dpacolla - preferred supplier - resale	3.000	4,567.9900	1	<input type="text" value="1"/>

<input type="button" value="→ Accept all"/>	Help	
<input type="button" value="→ Continue"/>	<input type="button" value="× Cancel"/>	Help

Click 'Accept All' and then click 'Continue'

Note: All items must be accepted, otherwise the invoice cannot be submitted through WOI. It is not recommended to reject/change the PO. If you believe the PO is incorrect, please speak to your IBM buyer contact for PO amendment so that you can accept the updated PO in WOI.



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

Purchase order acknowledgments

Create

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

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

Buying company name IBM Australia Limited [Help](#)

Basic purchase order acknowledgment information

Supplier name WOI LOCAL SUPPLIER 1
Supplier number WOILocal
Currency AUD
Purchase order number P322KV01

Acknowledgment text

Item purchase order acknowledgment information

Purchase order item number 001
Action: **Accept**
Brief description dpacolla - preferred supplier - resale
Quantity ordered 3.000
Unit of measure Piece (PC)
Basis of unit price 1.00000
Unit price 4,567.9900

Schedule of delivery

Delivery date	Delivery time	Request quantity
Sep/01/09		3.000

[Help](#)

Enter 'Acknowledgement text' (optional) and click 'Submit'



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

Purchase order acknowledgments

Confirm submission

BY FILLING THIS PURCHASE ORDER YOU, THE IBM SUPPLIER, ACCEPT IBM'S STANDARD PURCHASE ORDER TERMS AND CONDITIONS . IF YOU CHOOSE NOT TO ACCEPT SUCH TERMS, PLEASE CONTACT YOUR IBM REPRESENTATIVE PRIOR TO FULFILLING THIS PURCHASE ORDER

Purchase order number P322KV01

Purchase order acknowledgement items summary

Purchase order item number	Item status	Brief description	Quantity ordered	Quantity scheduled	Unit price	Number of deliveries to schedule
001	Accepted	dpacolla - preferred supplier - resale	3.000	3.000	4,567.9900	1

Your changes are being proposed to the buyer. No advance shipment notifications or invoices can be created against the awaiting response purchase order items until the purchase order is updated by the buyer and processed into WOI.

Warning messages

Message 1: Acknowledgment text was not specified.

Click 'I agree' to agree with the IBM's Standard Purchase Order Terms and Conditions, and complete PO acknowledgement process.



- Create invoice from purchase order
- Create advance shipment notification from purchase order

[Help](#)

View of items list: [Go](#)

- Set as preferred view

[Help](#)

Brief items view							
Purchase order item number	Item status	Buying company part number	Brief description	Delivery date	Quantity ordered	Unit of measure	Unit price
00001	Viewed, Accepted		Accommodation for overnight trip	2010 July 5	3	EA	0.00

Purchase order header text

Release Order Text/Material PO text
Release Order Text (P)
GGMZ00576 64120

- Create invoice from purchase order
- Create advance shipment notification from purchase order

After the PO is acknowledged, the Item status changes to Accepted.





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
- Documents pending delete
- Purchase orders
- Purchase order acknowledgments
- Invoices and credits
- Rejected invoices
- Remittance advices
- Protocol reports
- Supplier profile
- Help
- Contacts
- Glossary
- Resource links
- Purchase order terms and conditions

Search on: Purchase order number Search for: CH99109 Help

- Open View printer friendly Help
- Create invoice from purchase order Delete

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	Mark for deletion
<input type="radio"/>	CH99109	WOILOCAL	IBM Australia Limited	Apr/27/04 at 4:20 PM		Viewed	5 item(s) accepted of 5 Item total		<input type="checkbox"/>

When you go back to the Purchase Order screen, you can see that the PO items have been accepted.



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

Purchase order acknowledgments

This web page lets you view previously created purchase order acknowledgments to the buying company. You select the view by setting the appropriate search criteria.

- Web Order and Invoice (WOI)
- News
- WOI terms and conditions
- Documents pending delete
- Purchase orders
- Purchase order acknowledgments 1**
- Invoices and credits
- Rejected invoices
- Remittance advices
- Protocol reports
- Supplier profile
- Help
- Contacts
- Glossary
- Resource links
- Purchase order terms and conditions

Search on **2** Search for

Purchase order number CH99109 [Help](#)

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

Purchase order acknowledgment search results

	Purchase order number	Confirmation number	Buying company name	Supplier number	Submission date/time	Status
3	CH99109		IBM Australia Limited	WOILOCAL	Sep/22/08 at 1:04 AM	Arrived

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

And you can also review the PO acknowledgement history by following below steps:

1. Click 'Purchase order acknowledgement'
2. Search on the purchase order
3. Select the purchase order
4. Click 'View printer friendly' to view the acknowledgement details



Advance Shipment Notification



1. After you acknowledge the PO, you can click on the button 'Create advance shipment notification from purchase order' if you are required to complete the advance shipment notification process. You can also click this button from PO view in 'Purchaser orders' section.

Note: This button may not be available based on the IBM buying companies' business requirement.

- Create invoice from purchase order
- Create advance shipment notification from purchase order

[Help](#)

View of items list [Go](#)

- Set as preferred view

[Help](#)

Brief items view							
Purchase order item number	Item status	Buying company part number	Brief description	Delivery date	Quantity ordered	Unit of measure	Unit price
00001	Not Viewed, Accepted		test	2012 November 12	1	EA	1,000.00

Purchase order header text

COLT contract number
NA

- Create invoice from purchase order
- Create advance shipment notification from purchase order

[Help](#)

[↑ Back to top](#)





2. Please enter mandatory fields in this step, including:
 - Delivery note id
 - Date shipped
 - Current shipment quantity
3. Select the checkbox of the item (s).
4. Enter the shipment quantity and click 'Continue'

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

Advance shipment notifications

Processing options

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

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

You may adjust the session timeout value during an active session. This is the amount of time before your browser session terminates for inactivity. Select the desired time in the Inactivity timeout field and click Go.

Inactivity timeout: 30 minutes

Buying company name: China Ltd

Delivery note id*:

Supplier name: Test Company
Supplier number: 1000301115
Purchase order number: 4607070880

Date shipped*: 2014 - January - 1

Purchase order number: 4607070880

Acceptable purchase order items. Mark to copy the purchase order item to advance shipment notification.

	Purchase order item number	Brief description	Quantity ordered	Unit of measure	WOI quantity shipped to date	Current shipment quantity
<input checked="" type="checkbox"/>	00001	Accommodation for overnight trip 16	80.000	Currency Units	0	<input type="text" value="1"/>

Help

Help



The following two steps are only for China & Germany, you are not required to complete them if the IBM purchasing companies are located outside of China & Germany.

5. Click on 'Edit items' to enter product serial numbers in the next page;
6. Enter product serial number in the field of 'Manufacture serial number', click on 'Save to list' (if you have more than one serial number against one item, you can repeat the steps stated above), and click on 'Save items'

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

Advance shipment notifications

Create

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

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.

Buying company name China Ltd

Basic advance shipment notification information

Delivery note id* 12345678

Supplier name Test Company

Supplier number 1000301115

Purchase order number 4607070880

Date shipped* 2014 - January - 1

Advance shipment notification items(1)

Purchase order item number	Brief description	Current shipment quantity	Unit of measure
00001	16 Accommodation for overnight trip	1	Currency Units

[Edit items](#)

[Help](#)

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Advance shipment notifications

Items

Advance shipment notification items for delivery note id 12345678, Purchase order number 4607070880.

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

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.

Purchase order item number 00001

Current shipment quantity 1

Manufacturer serial number*

12345

[Save to list](#)

Manufacturer serial number list*

[Edit](#) [Delete](#)

Asset tag

123

[Save to list](#)

Asset tag list

[Edit](#) [Delete](#)

[Save items](#)

[Cancel](#)

[Help](#)

7. Enter all mandatory information in this page and click on 'Submit';

Buying company specific information

Bill of lading number	<input type="text"/>
Commercial invoice number	<input type="text"/>
Supplier invoice number	<input type="text"/>
House airway bill number	<input type="text"/>
Master airway bill number	<input type="text"/>
Country of origin*	<input type="text" value="China"/>
Shipping port*	<input type="text" value="Shanghai"/>
Incoterms/shipping terms	<input type="text"/>
Number of packages	<input type="text"/>
Estimated arrival date	<input type="text"/> - <input type="text"/> - <input type="text"/>
Estimated arrival time	<input type="text"/> <input type="text"/>
Time zone	<input type="text"/>
Vessel/flight number	<input type="text"/>
Carrier name	<input type="text"/>
Country of title transfer*	<input type="text" value="China"/>
Importer of record	<input type="text"/>

Ship to address

Name/Address*	<input type="text" value="IBM"/>
Name2	<input type="text" value="China"/>
Address1	<input type="text" value="399 Ke Yuan Road"/>
Address2	<input type="text" value="Company"/>
Address3	<input type="text" value="Attn: Tester, CN"/>
PO box	<input type="text"/>
City	<input type="text" value="Pudong New District"/>
District	<input type="text"/>
State/Region/Province**	<input type="text" value="Shanghai(31)"/>
Postal code	<input type="text"/>
Country/Region*	<input type="text" value="China(CN)"/>

-
-
-
-
-
-



8. Click on 'Ok' to complete the steps of 'Advance Shipment Notification'.

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

Advance shipment notifications

- Web Order and Invoice (WOI)
- News
- WOI terms and conditions
- Purchase orders
- Purchase order acknowledgments
- Advance shipment notifications
- Invoices and credits
- Rejected invoices
- Remittance advices
- Protocol reports
- Supplier profile
- Help
- Contacts
- Glossary
- Resource links
- Purchase order terms and conditions

Confirm submission

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

Purchase order number 4607070880
Delivery note id 12345678

Warning messages

Message 1 The ship to address was modified, previous authorization should have been obtain from the buyer.

→ Ok

× Cancel





Check Remittance Advices



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

Remittance advices

Remittance advices are comments from the buying company regarding one or more invoices. Identify the appropriate search criteria below in order to display the desired list of remittance advices.

Search on **2** Search for
Status Not viewed [Help](#)

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

Remittance advice search results [Help](#)

	Buying company name	Date of remittance advice	Paid invoice and credit amount	Status
<input checked="" type="radio"/>	IBM Australia Limited	Dec/09/13	119,690.13	Not viewed
<input type="radio"/>	IBM Australia Limited	Dec/24/13	32,655.31	Not viewed
<input type="radio"/>	IBM Australia Limited	Dec/30/13	23,232.00	Not viewed

1. Click 'Remittance advices' in the navigation bar
2. Search with the relative criterion
3. Select the remittance advice
4. Click 'View printer friendly'





Remittance advices example:



Remittance advices

Printer friendly

[Return](#)

If you have questions about any of the information provided on this remittance advice, see [Contacts](#). This will take you to the Contacts page, in a new browser window, where the phone numbers and email addresses are listed. The remittance advice being viewed will remain open in the current browser window.

Remittance information

Paid invoice and credit amount	3,780.27
Currency	CNY
Method of payment	A/P bank transfer - Citibank
Date of remittance advice	Apr/28/13
Accounts payable reference number	2300004325

Buying company information

Buying company name	China Ltd
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Payee information

Supplier name	Test Company
Supplier number	100028902

Supplier address

Name/Address	Test Company
Name2	

Address1	
Address2	
Address3	
PO box	
City	
District	
State/Region/Province	
Postal code	
Country/Region	China(CN)

Supplier invoices/credits (2)

Invoice type	Supplier invoice number	Supplier invoice date	Purchase order number	Remittance text and delivery reference	Gross amount	Discount amount	Paid amount
Invoice	01597280	Mar/01/13			2,100.15	0.00	2,100.15
Invoice	01597281	Mar/01/13			1,680.12	0.00	1,680.12
Total extended price					3,780.27	0.00	3,780.27

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Administration



Set Email Alert

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 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.

Supplier number*

WOILOCAL(WOI LOCAL SUPPLIER 1, genesis supplies)

Set GMT offset*

GMT+10:00 Brisbane, Canberra, Melbourne, Sydney

Set e-mail alert*

Yes No

Distribution list for e-mail alerts

miriamb@mx1.ibm.com, davidwen@cn.ibm.com

[Help](#)

- Web Order and Invoice (WOI)
- News
- WOI terms and conditions
- Documents pending delete
- Purchase orders
- Purchase order acknowledgments
- Invoices and credits
- Rejected invoices
- Remittance advices
- Protocol reports
- Supplier profile
- Help
- Contacts
- Glossary
- Resource links
- Purchase order terms and conditions

1. Click 'Supplier Profile'
2. Select the supplier number if there are multiple numbers
3. Choose 'Yes' for 'Set e-mail alert'
4. Enter the email addresses, if there are multiple email addresses, you can separate them with comma ","





Forgot Password

A. If you know the answer to the security question

1. Click "Forgot Password" in "Supply Portal Overview" page, or access the website below:

https://www.ibm.com/account/profile/us?page=forgot&lang=en_US

2. Type in the WOI User ID
3. Answer the Security Question
4. Type in New Password

B. If you forgot the answer, but you are the owner of the WOI ID

1. Send Email to erchelp@ca.ibm.com
2. The team will send the security answer to the owner
3. Follow the process of A.

C. Others

Contact Procurement One Place Support Team

<http://www-03.ibm.com/procurement/proweb.nsf/ContentDocsByTitle/United+States~Procurement+One+Place+Support>





Change GCC ID

When the Guest Company Coordinator is changed in your company, or the password of the original WOI GCC ID is unable to be retrieved, GCC Change or GCC ID Change process is required.

Required Information

1. Company Name
2. Supplier Number
3. New GCC Name
4. Email Address
5. Phone Number
6. Fax Number
7. Old GCC ID
8. New GCC ID (you can register a new ID via the following website)
https://www.ibm.com/account/profile/us?page=reg&retformtype=get&lang=en_US
9. Reason to change the GCC/ GCC ID

Please kindly provide information above to Procurement One Place Support team via below URL:

<http://www-03.ibm.com/procurement/proweb.nsf/ContentDocsByTitle/United+States~Procurement+One+Place+Support>

It may takes 2-4 business days to complete the process.





Contact US

IBM Procurement

1. Contact information can be found in item detailed information
2. Any change related to PO, please contact IBM procurement

WOI Helpdesk (Procurement One Place Support team)

Please contact POP through 3 supporting methods (chat, request or call) if you have any WOI system issue [http://www-](http://www-03.ibm.com/procurement/proweb.nsf/ContentDocsByTitle/United+States~Procurement+One+Place+Support)

[03.ibm.com/procurement/proweb.nsf/ContentDocsByTitle/United+States~Procurement+One+Place+Support](http://www-03.ibm.com/procurement/proweb.nsf/ContentDocsByTitle/United+States~Procurement+One+Place+Support)





Thank you