



WOI Tutorial for E-invoice Users

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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)
- Create billing documents electronically
- Print out purchase orders and invoices etc
- Review the rejected invoices
- Review the remittance advices

Application usage requirements

- Make sure your browser is up to date. Mozilla Firefox and Internet Explore are preferable to use.
- 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) **Mandatory for some suppliers.**
 - Create Invoices
 - When an invoice is submitted, the status is 'Submitted/Stored', meaning it is submitted successfully in WOI.
 - 1/2 days later, the status is changed to 'Arrived/Stored', meaning it is received by IBM backend application.
- * Pls note that you are required to do PO acknowledgement before issuing invoice**
- Review the rejected invoices
 - Review the remittance advices
 - Maintain supplier profile



Log into WOI

- Login to Supply Portal application using your IBM ID and password through the following link, firefox is recommended:

<https://www-50.ibm.com/procurement/peswoi/protect/weborderinvoice.wss>(WOI directlink)

<https://portal-external.mybluemix.net/> (Supply portal)

(If you have problem opening this link, try on different browsers, or check your firewall.)

- Click on “My enrolled application” – web order and invoice

The screenshot shows the IBM Supply Portal interface. At the top, there is a navigation bar with links: Home, My Menu, and My Enrolled Application (which is highlighted with a red box). Below the navigation bar is a banner image with the text 'Supply Portal'. Underneath the banner is a section titled 'My Enrolled Applications'. The main content area is titled 'Application Enrollment' and states 'You are currently enrolled in the following applications.' Below this is a table with three columns: Application name, Description, and Remove/Modify access.

Application name	Description	Remove/Modify access
Contractor Sourcing Application (CSA)	Contractor Sourcing Application (CSA)	Modify or Remove my application access
Web Order and Invoice	Web Order and Invoice	Modify or Remove my application access
Web Reporting	OBTAINING INVOICE PAYMENT STATUS AND REMITTANCE ADVICE INFORMATION (Multi-language)	Modify or Remove my application access
Barnes & Noble.com	Department book ordering U.S. IBM employees only	Public access (not restricted)
Buy On Demand	Preparing, Tracking and Managing Electronic Purchases	Public access (not restricted)

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

Related links

- Supply portal
- IBM Privacy Statement
- Principles and Policies
- Instructions for exports to IBM
- Web reporting
- Procurement One Place team

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.

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.

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

[Purchase order acknowledgments](#)
Sort, search, list, submit, and print purchase order acknowledgments.

[Advance shipment notifications](#)
Sort, search, list, save (as default or draft), update, submit, print, and delete advance shipment notifications.

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

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

[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.

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.

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	Search for	
Status ▼	Not viewed ▼	Go Help

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

[→ Create invoice from purchase order](#)

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

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 ▼	Not viewed ▼	Go Help

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

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

Options under the 'Search on' section

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	
<input type="text" value="Status"/>	<input type="text" value="Viewed"/>	<input type="button" value="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 Search for [Go](#) [Help](#)

- [→ Open](#) [→ View printer friendly](#) [Help](#)
- [→ 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"/>	P322KV01	WOILOCAL	IBM Australia Limited	Sep/08/09 at 8:35 AM		Not viewed	0 item(s) accepted of 1 Item total	

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

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

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](#)

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

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.

[Go](#)

[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 Search for [Go](#) [Help](#)

- [Open](#)
- [View printer friendly](#) [Help](#)
- [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"/>	P322KV01	WOILOCAL	IBM Australia Limited	Sep/08/09 at 8:35 AM		Not viewed	0 item(s) accepted of 1 Item total	

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

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

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

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"/>	001	Not accepted	dpacolla - preferred supplier - resale	3.000	4,567.9900	1	<input type="text" value="1"/>

☒ Accept all

[Help](#)

☒ Continue

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.

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'

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 Brief items view ▼ 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.

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](#)
[→ 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.

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 Purchase order number ▼
Search for CH99109
Go [Help](#)

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

Purchase order acknowledgment search results

	Purchase order number ▲ ▼	Confirmation number ▲ ▼	Buying company name ▲ ▼	Supplier number ▲ ▼	Submission date/time ▲ ▼	Status ▲ ▼
<input checked="" type="radio"/> 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'

Web Order and Invoice (WOI)

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Resource links

Purchase order terms and conditions

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*: 12345678

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	1

Related links

- Supply portal
- Instructions for exports to IBM
- Procurement One Place team
- Web Reporting

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](#)

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

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)"/>

[Submit](#)

[Save as draft](#)

[Reset](#)

[Cancel](#)

[Save as a default](#)

[Help](#)

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

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

Advance shipment notifications

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.

Web Order and Invoice (WOI)

News

WOI terms and conditions

Purchase orders

Purchase order acknowledgments

Advance shipment notifications

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Purchase order terms and conditions

Invoices and Credits

Create Invoice

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

Documents pending delete

Purchase orders 1

Purchase order acknowledgments

Invoices and credits

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Resource links

Purchase order terms and conditions

Search on

Purchase order number 2

Search for

P2276G01

Go 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
3	P2276G01	WOILOCAL	IBM Australia Limited	Feb/12/08 at 10:46 AM	May/31/10 at 10:01 AM	Viewed	1 item(s) accepted of 1 Item total 4		<input type="checkbox"/>

Open View printer friendly Help

Create invoice from purchase order Delete

Related links

Supply portal

1. Click 'Purchase orders'

3. Select the PO

5. Click 'Create invoice from purchase order'

2. Search on the purchaser order

4. Verify that the PO items are all accepted

Invoices and credits

Initial definitions (AU)

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	<input type="text" value="30 minutes"/> <input type="button" value="Go"/>	Help
Bill to name	IBM Australia Limited	
Purchase order number	P2GTPG01	
Purchase order date	January 23, 2006	
Supplier invoice date*	<input type="text" value="November"/> / <input type="text" value="15"/> / <input type="text" value="2008"/>	
Services on invoice?*	<input type="text" value="Yes"/>	
Invoice type*	<input type="text" value="Invoice"/>	
Invoice transaction*	<input type="text" value="Goods/Services + Tax"/> <input type="button" value="Go"/>	
Applicable tax rate*	<input type="text" value="10% AU GST"/>	

Related links

[Help](#)

1. Supplier invoice date: This will default to today as the invoice date. Supplier could select the reference date before today but it must be after the original purchase order date. For India, invoice date must be current date.
2. Service on invoice?: Select 'Yes' or 'No' depending whether your invoice is service related or not.
If yes, please complete 'Billing period start date' and 'Billing period end date' on the following screen.
3. Select Invoice Type as 'Invoice'
4. Select Invoice Transaction, and click 'Go'.
5. After the page is refreshed, select Applicable tax rate
6. Click 'Continue' to process

- Web Order and Invoice (WOI)
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- Purchase orders
- Purchase order acknowledgments
- Invoices and credits
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Related links

- IBM Privacy Statement
- Principles and Policies
- Supply portal
- Instructions for exports to IBM
- Procurement One Place team

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

Invoices and credits: Credit adjustment note

Processing options (AU)

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 Australia Limited
 Purchase order number P2GTPG01
 Purchase order date January 23, 2006
 Supplier invoice date November 15, 2008
 Invoice type Invoice
 Invoice transaction Goods/Services + Tax

1 Supplier invoice number* 123456789

Currency AUD
 Exchange rate 1.00000 AUD
 Supplier number 00293978403

2 Billing period start date* September / 15 / 2008

Billing period end date* December / 31 / 2008

☒ 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
3	<input checked="" type="checkbox"/> 001	ThinkPad 1GB PC2700 CL2.5 NP DDR SDRAM S	001	1.000	Piece (PC)	1.000	215.570	0.000/0.00

Select all Help

6 continue

Back

Cancel

Help

1. Supplier invoice number: The invoice number should match invoice records in your internal administration
2. Billing period start/end date: invoice service start / end date for the invoice. In case there are multiple items in your invoice while the invoice start / end date are different, please click 'Edit items' on the following screen to modify the start / end date for the items.
3. Square button: select the item for billing
4. Invoice item number: Enter 001, 002, 003 per sequence
5. Invoice quantity: 3 decimals are allowed
6. Press 'Continue'
7. Pls pay attention to the last column "WOI quantity/amount invoiced to date" will show you how many qty you had issued and how much amount you had issued. Pls don't issue over the PO/item qty and amount



business

Invoices and credits: Tax invoice

Create from PO (AU)

Warn : 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 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.

[Help](#)

Bill to name IBM Australia Limited
Purchase order number P2276G01
Purchase order date February 12 2008
Supplier invoice date November 15 2008
Invoice type Invoice
Invoice transaction Goods and services plus tax

Supplier invoice number 123456789
Currency AUD
Exchange rate 1.00000 AUD
Supplier number WOIOLOCAL WOI LOCAL SUPPLIER 1
genesis supplies

[Help](#)

Invoice items (1)

Currency (AUD)

Invoice items summary

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 description
001	001	Test Luciano	0.100	Piece (PC)	1.000	100.0000	0.000/0.00	10.00	10 GST

[→ Edit items](#)

[Help](#)

Invoice total

Currency (AUD)

Invoice items total 10.00
Tax total 1.00
Invoice total 11.00

The item-related fields including 'Invoice item text' can be changed.

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Related links

- IBM Privacy Statement
- Principles and Policies
- Supply portal
- Instructions for exports to IBM
- Procurement One Place team

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

Invoices and credits: Tax invoice

Items (AU)

Invoice items for supplier invoice number 123456789. Purchase order number P2GTPG01

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

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

Invoice item number*	<input type="text" value="001"/>
Purchase order item number	001
Invoice quantity*	<input type="text" value="1.000"/>
Unit of measure	Piece (PC)
Unit price	215.570
Basis of unit price	1.000
Applicable tax rate*	<input type="text" value="10% AU GST"/>
Delivery note id	<input type="text"/>
Airway bill number	<input type="text"/>
WOI quantity/amount invoiced to date	0.000/0.00
Billing period start date*	<input type="text" value="September"/> / <input type="text" value="15"/> / <input type="text" value="2008"/>
Billing period end date*	<input type="text" value="December"/> / <input type="text" value="31"/> / <input type="text" value="2008"/>
Brief description*	<input type="text" value="Testing Invoice"/>
Invoice item text	<input type="text" value="Testing Invoice for IBM Australia Agreement Number: 4904RL1406"/>

 **save items**

 Cancel  Reset Help

1. You can change the 'Invoice item number', 'Invoice quantity', 'Applicable tax rate', 'Billing period start / end date' in this screen.

2. Brief description: short description of the invoice

3. Invoice item text: Format free text entered by the invoice originator to provide additional information about the invoice item. By default the Purchase Order Item text is copied into this field. Pls note that 'Invoice item text' is now made again as the mandatory field.

Click this button to change the item changes

Buying company tax information

Australian business number (ABN) 79 000 024 733

Supplier tax information

Australian business number (ABN) 123 456 789

Tax breakdown table (AUD)

Tax description	Tax amount	Tax base	Invoice subtotal
10 GST	1.00	10.00	11.00

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*

Communications method*

Phone number or e-mail*

Invoice issuer address

Country/Region*

Name/Address*

Name2

Address1*

Address2

Address3

Address4

City*

District*

Postal code*

Bill to address

Country/Region

Name/Address

Name2

Address1

Address2

Address3

Address4

Ship to address

Country/Region*

Name/Address*

Name2

Address1*

Address2

Address3

Address4

Submit: ready to submit invoice immediately.
 Save as draft: Not ready to submit, save and submit the invoice later.
 Back: go back to the previous page
 Cancel: cancel invoicing.
 Reset: put the original value into any fields that you may have changed.
 Save as default: save the current administrative information as default

Invoices and credits: Tax invoice

Confirm submission (AU)

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	P2276G01
Supplier invoice date	November 15 2008
Supplier invoice number	123456789
Invoice total	11.00 (AUD)

Warning messages :

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

 **Ok**  **Ok and print**  **Back**  **Cancel**

OK: confirm invoice submission

OK and print: confirm invoice submission and get a copy of the invoice

Back: go back to the previous page

Cancel: Cancel invoice submission

Pls notes : After you have submitted the invoices, invoice status will change from "submitted--submitted and stored--arrived--arrived and stored within 2 days"

Create Credit

Web Order and Invoice (WOI)

News

WOI terms and conditions

Documents pending delete

Purchase orders 1

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Purchase order terms and conditions

Related links

· Supply portal

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

Purchase order number 2

Search for

P2276G01

Go 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
3	P2276G01	WOILOCAL	IBM Australia Limited	Feb/12/08 at 10:46 AM	May/31/10 at 10:01 AM	Viewed	1 item(s) accepted of 1 Item total 4		<input type="checkbox"/>

→ Open → View printer friendly Help

→ Create invoice from purchase order 5 → Delete

1. Click 'Purchase orders'

3. Select the PO

5. Click 'Create invoice from purchase order'

2. Search on the purchaser order

4. Verify that the PO items are all accepted

Invoices and credits

Initial definitions (AU)

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	
Help			
Bill to name	IBM Australia Limited		
Purchase order number	P2GTPG01		
Purchase order date	January 23, 2006		
Supplier invoice date*	November ▼	/ 15 ▼	/ 2008 ▼
Services on invoice?*	Yes ▼		
Invoice type*	Credit ▼		
Invoice transaction*	Goods/Services + Tax ▼	Go	
Applicable tax rate*	10% AU GST ▼		

Related links

[continue](#) [Cancel](#) [Help](#)

1. Supplier invoice date: This will default to today as the invoice date. Supplier could select the reference date before today but it must be after the original purchase order date. For India, invoice date must be current date.
2. Service on invoice?: Select 'Yes' or 'No' depending whether your credit is service related or not. If yes, please complete 'Billing period start date' and 'Billing period end date' on the following screen.
3. Select Invoice Type as 'Credit'
4. Select Invoice Transaction, and click 'Go'.
5. After the page is refreshed, select Applicable tax rate
6. Click 'Continue' to process

Invoices and credits: Credit adjustment note

Processing options (AU)

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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- Invoices and credits**
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- Resource links
- Purchase order terms and conditions

Bill to name IBM Australia Limited
 Purchase order number P2GTPG01
 Purchase order date January 23, 2006
 Supplier invoice date November 15, 2008
 Invoice type Credit
 Invoice transaction Goods/Services + Tax

1 Supplier invoice number* 123456789CR

Currency AUD
 Exchange rate 1.00000 AUD
 Supplier number 00293978403

2 Billing period start date* September / 15 / 2008

Billing period end date* December / 31 / 2008

☒ Copy purchase order items text to invoice items

[Help](#)

Related links

- IBM Privacy Statement
- Principles and Policies
- Supply portal
- Instructions for exports to IBM
- Procurement One Place team

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
3 <input checked="" type="checkbox"/> 001	ThinkPad 1GB PC2700 CL2.5 NP DDR SDRAM S	4 001	5 1.000	Piece (PC)	1.000	215.570	0.000/0.00

[Select all](#) [Help](#)

6 [continue](#)

[Back](#)

[Cancel](#)

[Help](#)

1. Supplier invoice number:
The invoice number should match invoice records in your internal administration

2. Billing period start/end date: invoice service start / end date for the invoice. In case there are multiple items in your invoice while the invoice start / end date are different, please click 'Edit items' on the following screen to modify the start / end date for the items.

3. Square button: select the item for billing

4. Invoice item number: Enter 001, 002, 003 per sequence

5. Invoice quantity: 3 decimals are allowed

6. Press 'Continue'

Invoices and credits: Credit adjustment note

Create from PO (AU)

Warn : 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 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.

[Help](#)

Bill to name	IBM Australia Limited
Purchase order number	P2276G01
Purchase order date	February 12 2008
Supplier invoice date	November 15 2008
Invoice type	Credit
Invoice transaction	Goods and services plus tax
Supplier invoice number	123456789CR
Currency	AUD
Exchange rate	1.00000 AUD
Supplier number	WOILOCAL WOI LOCAL SUPPLIER 1 genesis supplies

Original invoice date: Select the date of the original invoice

Original invoice number: Type in the original Invoice No (Invoice being credited)

Reason for credit: Enter the reason to credit the original invoice

Original invoice date* / /

Original invoice number*

Reason for credit*

Invoice items summary

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 description
001	001	Test_Luciano	0.100	Piece (PC)	1.000	100.0000	0.100/10.00	10.00	10 GST

→ Edit items

Help

Invoice total

	Currency (AUD)
Invoice items total	10.00
Tax total	1.00
Invoice total	11.00

Buying company tax information

Australian business number (ABN) 79 000 024 733

Supplier tax information

Australian business number (ABN) 123 456 789

Tax breakdown table (AUD)

Tax description	Tax amount	Tax base	Invoice subtotal
10 GST	1.00	10.00	11.00

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* Chris Sladish

Communications method* Contact by E-mail ▼

Phone number or e-mail* tarun@us.ibm.com

Invoice issuer address

Country/Region* Korea, Republic of South(KR) Go

Name/Address* WOI LOCAL SUPPLIER

Name2

Address1* genesis supplies

Address2 Kaki Bukit Ave 5

Address3 Korea

Address4

City*

District*

Postal code*

Bill to address

Country/Region Australia(AU)

Name/Address IBM Australia Ltd

Name2 Attention: AU CAAPS

Address1 Locked Bag 7015

Address2 Footscray West LPO, 528 Barkly St

Address3 West-Footscray VIC 3012

Address4

Ship to address

Country/Region* Australia(AU) Go

Name/Address* IBM

Name2 AU Tester3

Address1*

Address2

Address3

Address4

Submit

← Back

✕ Cancel

→ Reset

Help

→ Save as draft

→ Save as a default

Invoices and credits: Credit adjustment note

Confirm submission (AU)

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	P2276G01
Supplier invoice date	November 15 2008
Supplier invoice number	123456789CR
Invoice total	11.00 (AUD)

Warning messages :

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

 **Ok**  **Ok and print**  **Back**  **Cancel**

OK: confirm invoice submission

OK and print: confirm invoice submission and get a copy of the invoice

Back: go back to the previous page

Cancel: Cancel invoice submission

Pls note: invoices status will change from "submitted"--"submitted and stored"--"arrived"--"arrived and stored" within 2 days. When it show "arrived and stored", it means your invoices had bridged to our backend system. If invoices not change status,pls contact WOI Support center: Procurement One Place:

<https://ibmpop.zendesk.com/hc/en-us>

Check Invoices and Credits

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.

- Web Order and Invoice (WOI)
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- Documents pending delete
- Purchase orders
- Purchase order acknowledgments
- Invoices and credits 1**
- Rejected invoices
- Remittance advices
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Related links

- Supply portal
- Instructions for exports to IBM
- Procurement One Place team
- Web Reporting

Search on
 Purchase order number 2

Search for

Go
[Help](#)

- View printer friendly
→ Edit
→ Copy to new invoice
- Download signed/stored invoice
Help

[Help](#)

Invoice and credit search results						
	Supplier invoice number	Supplier invoice date	Supplier invoice submitted date	Purchase order number	Buying company name	Status
<input type="radio"/>	123456789 3	Nov/15/08	Jan/10/14 at 4:25 PM	P2276G01	IBM Australia Limited	Submitted Stored
<input type="radio"/>	123456789CR	Nov/15/08	Jan/10/14 at 4:53 PM	P2276G01	IBM Australia Limited	Submitted

- 4 View printer friendly
- Edit
→ Copy to new invoice
- Download signed/stored invoice
Help

1. Click 'Invoices and credits'
 3. Select the invoice/credit

2. Search on the invoices
 4. Click 'View printer friendly'

Check Rejected Invoice

Rejected invoices

Identify the appropriate search criteria below in order to display the desired list of invoices rejected by the buying company.

Search on

Status **2**

Search for

Not viewed

Go Help

4 View printer friendly Help

Rejected invoices¹

Rejected invoice search results

	Supplier invoice number	Supplier invoice date	Buying company name	Date of rejection	Status
<input checked="" type="radio"/> 3	00072275	Dec/15/11	IBM Systems Technology Company Limited (ISTC)	Jan/25/12 at 12:40 AM	Not viewed
<input type="radio"/>	00072276	Dec/15/11	IBM Systems Technology Company Limited (ISTC)	Jan/25/12 at 12:40 AM	Not viewed

1. Click 'Rejected invoices' in the navigation bar
2. Search the rejected invoice with the relative criterion
3. Select the rejected invoice
4. Click 'view printer friendly' to view the rejection details

Rejected invoice example:



Rejected invoices

Printer friendly

[← Return](#)

This transaction was rejected by IBM Systems Technology Company Limited (ISTC) Accounts Payable.

Invoice

Supplier invoice number	00072275
Purchase order number	4607053194
Accounts payable name	IBM SYSTEMS TECHNOLOGY COMPANY LIM
Supplier invoice date	Dec/15/11
Date of rejection	Jan/25/12

Supplier

Supplier role	Issuer of Invoice
Supplier name	Test Company
Supplier number	100028902

Comments

RTV For SAP Document Number : 0658 7200600043
 SAP Document Number : 0658 7200600043
 We are unable to pay your invoice/credit,document number 00072275, dated 15.12.2011, for 17,596.80 CNY, against our Purchase Order Number 4607053194, for the following reason(s):
 Invoice date/num/amount/amount in words on China paper invoice not agree with that on WOI invoice
 Please resolve discrepancies with your Purchasing Representative or Business Contact prior to re-invoicing. Payment will be scheduled from the date the corrected invoice is received.
 Please resubmit E-invoices electronically.
 IBM Global Accounts Payable Center (607)429-4848.

Check Remittance Advices

Web Order and Invoice (WOI)

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

[→ 4 View printer friendly](#) [Help](#)

Remittance advice search results

[Help](#)

	Buying company name ▲ ▼	Date of remittance advice ▲ ▼	Paid invoice and credit amount ▲ ▼	Status ▲ ▼
3	IBM Australia Limited	Dec/09/13	119,690.13	Not viewed
	IBM Australia Limited	Dec/24/13	32,655.31	Not viewed
	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
---------------------	-----------

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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Supplier database maintenance

Deletion Function

Web Order and Invoice (WOI)

News

WOI terms and conditions

Documents pending delete

Purchase orders

Purchase order acknowledgments

Invoices and credits¹

Rejected invoices

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Purchase order terms and conditions

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.

Search on

Status²

Search for

Draft

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

[View printer friendly](#) [Edit](#) [Copy to new invoice](#)

[Download signed/stored invoice](#) [Delete](#) [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"/>	RWALKER	Mar/21/05		WL00139-002	IBM Australia Limited	Draft	³ <input type="checkbox"/>

[View printer friendly](#) [Edit](#) [Copy to new invoice](#)

[Download signed/stored invoice](#) [Delete⁴](#) [Help](#)

Related links

- [Supply portal](#)
- [Instructions for](#)

To delete an invoice or credit it must have a status of Arrived or Draft, steps:

1. Go to 'Invoices and credits' section.
2. Search on the invoices / credits
3. Click the check box in 'Mark for deletion' column.
4. Click 'Delete' button

Note: Delete function is only to remove the invoices from WOI, the submitted invoice is still in IBM back-end system. Please make sure the invoice is fully paid before the invoice is deleted.

You can regularly delete the historical / paid invoices in WOI as a large number of transactions will impact your invoicing activities in the future. 59

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*
 ▼

Set e-mail alert*
☒ Yes ☐ No

Distribution list for e-mail alerts

[Help](#)

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 "," and three mail address are allowed to input. If you want to change previous mail ,pls just remove from here and input the new ones.



Forget your IBM id

Click "Forgot your IBMid" in "Sign in" page:
<https://portal-external.mybluemix.net/>

Sign in to IBM

Enter IBMid

[Forgot your IBMid?](#)

☐ Remember me [i](#)

Continue

New? [Create an IBMid.](#)



Forget Password

1. Open <https://portal-external.mybluemix.net/>
2. Type in the WOI User ID and click 'Continue'.
3. Check the email from ibmacct@us.ibm.com and reset password within 60 minutes.
4. Contact Procurement One Place Team if you have any questions:
<https://ibmpop.zendesk.com/hc/en-us>

Sign in to IBM

IBMid:

Password

[Forgot your password?](#)

Sign in

[Use a different IBMid or email](#)

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/reg/us-en/signup?formid=urx-19776&_ga=2.229237020.1207493380.1584673296-539106234.1584673296&cm_mc_uid=39602489734115846732958&cm_mc_sid_50200000=82882871584687907496
9. Reason to change the GCC/ GCC ID

Please kindly provide information above to POP team, we will work with internal team to help update the GCC account: <https://ibmpop.zendesk.com/hc/en-us>

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 team)

<https://ibmpop.zendesk.com/hc/en-us>

Thank you