



WOI Tutorial for E-invoice Users





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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 preferrable 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.







•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





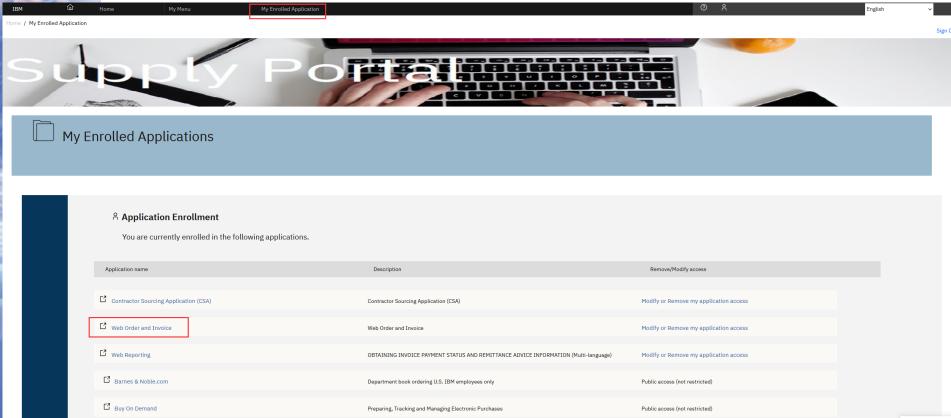
•Login to Supply Portal application using your IBM ID and password through the following link, firefox is recommended:

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





Web Order and Invoice Main Page

You are now on the homepage of WOI

Global procurement > Procurement portal >

Web Order and Invoice Web Order and Invoice (WOI) (WOI) Welcome woi education@us.ibm.com to WOI News WOI terms and If you are not woi education@us.ibm.com click here to return to the conditions supply portal Purchase orders Web Order and Invoice (WOI) is a strategic, Web-based solution for Security Note: To Purchase order paperless procurement. WOI supports the presentation and management of protect your privacy, acknowledgments generated purchase orders. It also allows suppliers to invoice for goods and once you have services. finished using WOL Advance shipment you must shut down all notifications Latest news items web browser windows Invoices and credits so that you will be Start and End Date Are IBM Corp. 2013 April 19 logged off the IBM **Rejected invoices** Required for Service Internet Password related Invoices Remittance advices system. Otherwise, some other person Protocol reports Site navigation could use your workstation to access Invoice outsourcing WOI terms and conditions Invoice outsourcing agreement WOI. View and print WOI terms agreement Supplier profile and conditions. View and print invoice outsourcing Help Purchase orders agreement. Sort, search, list, accept, Contacts reject and print purchase Supplier profile View and change Glossary orders. Also, create advance shipment vour supplier profile. Resource links notifications and invoices Help from purchase orders. Purchase order terms Get help in using and conditions Purchase order WOL, including overview information acknowledgments Sort, search, list, submit, on the application and a "how to" and print purchase order Related links acknowledgments. index. Supply portal IBM Privacy Statement Advance shipment Contacts Principles and Policies View information notifications Instructions for Sort, search, list, save (as about how to contact exports to IBM default or draft), update, people for assistance Web reporting submit, print, and delete or additional Procurement One advance shipment information on WOI.



Place team

notifications.



Search and Sort Function



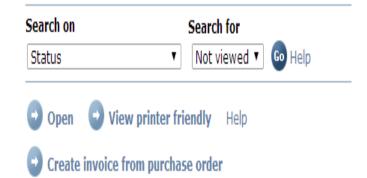


Search Function

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.



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 🔻 😡 Help
Select all	
Purchase order number Supplier number	iendly Help
Buying company name Corporation name	se order
Original purchase order date Last change date Status	Help

Options under the 'Search on' section



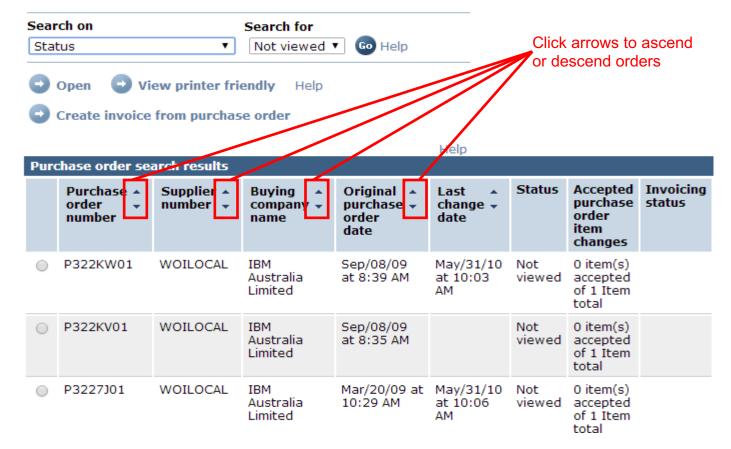


e business

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.



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

IBM





View PO Information



12



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 🕒 V	iew printer friendly Help
Create invoice	e from purchase order 🛛 🕒 Delete
Create advan	e 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 13 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	
Purchase order numb	er 🔻 P322KV01	Go Help
🕤 Open 🕒 View	printer friendly Help	

Create invoice from purchase order

Pur	chase order se	arch results			Help			
	Purchase A order + number	Supplier A number 👻	Buying A company V name	Original A purchase V order date	Last A change V date	Status	Accepted purchase order item changes	
۲	P322KV01	WOILOCAL	IBM Australia Limited	Sep/08/09 at 8:35 AM		Not viewed	0 item(s) accepted of 1 Item total	



View printer friendly Help

- Create invoice from purchase order
- 1. Select the PO
- 2. Click one of the 'Open' buttons.



business



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)

Click Item number to *** view item details

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)

Australia b (buying cor	usiness nur	informatio nber	n 79 000 (024 733			
Payment i	nformation					•	
Payment te	erms		45 Days				
Currency			AUD				
View of iter	ms list Bri preferred		2W		v Go		
Brief item	s view						Hel
Brief item Purchase order item number		Buying company part number	Brief description	Delivery date	Quantity ordered	Unit of measure	Hel Uni price

Create purchase order acknowledgment from purchase order

15



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 Purchase order date Status Currency

P322KV01 September 8 2009 at 8:35:00 AM Viewed, Not accepted 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 Elizabeth Phua

Ship to address information

Ship to dual cos hitori	liación	
Name/Address	company	/ name
Name2	AU Teste	er1
Address1	street	
Address2		
Address3		
Address4		
Internal recipient Internal address	-05014 Tester1A	U@v25db114.mkm
Schedule of pricing in	nformation	
Unit price Validity (range start date	Validity range end

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



date

View change summary

(buying con	usiness nun npany)	nformatior nber	79 000 0	24 733			
Payment in Payment te Currency			45 Days AUD			•	
View	change su	mmary					
Create	e purchase	order ackr	nowledgment	from purcha	a se order Help	þ	
	ns list Brie		w		▼ Go		
	preferred	view					Help
Brief item		Buying	Brief	Delivery	Quantity	Unit of	
Purchase order item number	Item status	company part number	description	date	ordered	measure	
order item		company part	description dpacolla - preferred supplier - resale	date September 10 2009	ordered	PC	price
order item number 001	status Not Viewed, Not accepted,	company part number	dpacolla - preferred supplier -	date September	ordered	measure	Unit price 4,567.99



business



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

Previous

Delivery Quantity

Purchase orders

Change summary

Return

Basic purchase order information

Buying company name Purchase order number Purchase order date Last change date

001 (Current) May 31 2010

AM

at 10:05:00

IBM Australia Limited P3223Y01 March 10 2009 at 10:57:00 AM May 31 2010 at 10:05:00 AM

Search criteria	1				
View item	All	•			
Change date	Current	•			
Field name	All		T		
Use search crit	eria to update	list of changes.	Go H	lelp Help	
Changes					
Purchase order item number	Change 🔺 date 🚽	i i ci di il di il di	Value after change	Value before change	Compare these two columns to view the changed details.
001 (Current)	May 31 2010 at 10:05:00 AM	Quantity to be Delivered	1.00	2.00	P

0.00

0.00



View Printer Friendly

Obtaining full information of the PO, including item details.

Purchase orders		Brief items view									
Printer friend			 Return 	Purchase order item number	Item status	Buying company part number	Brief description	Delivery date	Quantity ordered	Unit of measure	Ur prie
Purchase orde Buying compar		IBM Australia Limited		001	Not Viewed, Not accepted		Horizontal Sub-System for Data	September 17 2011	5	PC	23,500.0
Purchase orde Purchase orde Original purcha	r number	P3222Z01 Feb/21/09 at 10:24 AM		Item 001 Supplier pa	art number		3GCC-00			-	
Supplier Supplier name Supplier numb	er	WOI LOCAL SUPPLIER : WOILOCAL	1	Brief descr Quantity o Unit of me Basis of ur Unit price Extended	rdered asure hit price		Horizont 5 PC 1.00000 23,500.0 117,500.		m for Data		
Payment infor Payment terms		45 Days		Schedule	of deliver	y					
Currency	•	AUD		Delivery	date	Deliv	very time	Requ	est quantit	y	
				Septembe	er 17 2011				5.0000	0	
Name and add Buying compa	ress information ny address			Buyer info	ormation						
Name/Address Name2 Address1 Address2 Address3	 IBM Australia Lim Accounts Payable PO Box 400 Pennant Hills NS¹ Australia 	e Department		Contact in Phone Fax E-mail add			Elizabeth	Phua			
Address4 PO box				Ship to ad Name/Add		rmation	IBM Austra	alia			
Country/Regio	n Australia(AU)			Name2 Address1			AU Tester Street	4			
Supplier addre Name/Address Name2	ess Woi Local Supp	PLIER 1			e Validity	informatio range star		lidity range	end date		
Address1 Address2	genesis supplies Kaki Bukit Ave 5			Purchase of		text					
Address3 Address4	Korea			Item text Horizor 3GCC-0		stem for Da	ata				19

Part Number: 3GCC-0002

@

business

Country/Region Korea, Republic of South(KR)



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	
Purchase or	der number	▼ P322KV01	Go Help
Open	View printe	r friendly Help	

Create invoice from purchase order

P	Purchase order search results									
		Purchase A order + number	Supplier A number 👻	Buying A company V name	Original A purchase V order date	Last A change V date	Status	Accepted purchase order item changes	Invoicing status	
	۲	P322KV01	WOILOCAL	IBM Australia Limited	Sep/08/09 at 8:35 AM		Not viewed	0 item(s) accepted of 1 Item total		



View printer friendly Help

- Create invoice from purchase order
- 1. Select the PO
- 2. Click one of the 'Open' buttons.



business

Buying company tax informati Australia business number (buying company)	79 000 024 733	
Payment information		
Payment terms	45 Days	
Currency	AUD	
~	knowledgment from purchase ord	ler 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

e business



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 🔻 💿	
Buying company name Supplier name Supplier number Currency	IBM Australia Limited WOI LOCAL SUPPLIER 1 WOILOCAL AUD	Help
Purchase order number	P322KV01	

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

			Change action	Reject action	Purchase order item number	Item status	Brief description	Quantity ordered	Unit price	of	Number of deliveries to schedule *
	4	۲	•		001	Not accepted	dpacolla - preferred supplier - resale	3.000	4,567.9900	1	1
¢		Accept al	I				He	elp			
¢		Continue	\mathbf{x}	Cancel			He	elp			

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	IBM Australia Limited	Help
name	Ibh Adstralia Elfliced	neip

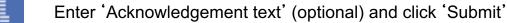
Basic purchase order acknowledgment information

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
Brief description	Action: Accept 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 ti	me	Request quantity				
Sep/01/09			3.000				
 Submit Reset 	× Cancel	Help					





Purchase order acknowledgments

Confirm submission

BY FILLING THIS PURCHASE ORDER YOU, THE IBM SUPPLIER, ACCEPT <u>IBM'S STANDARD PURCHASE ORDER TERMS AND</u> <u>CONDITIONS</u>. 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.

Jagree X Cancel



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



Create advance shipment notification from purchase order

			_
View of items list	Brief items view	•	Go

Set as preferred view

Brief items view						Help	
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

Help

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.





Home Products	Serv	vices & industry	solutions	Support & do	wnloads 👘 My	y account				
Global procurement > Procurement portal > Web Order and Invoice										
Web Order and Invoice (WOI)	(WOI	rchase o	rdore							
News	гu	ICHASE U	lueis							
WOI terms and conditions		tify the appropr red list of purch		iteria below in (order to display	the				
Documents pending delete	Sea	rch on		Search for						
Purchase orders	Pur	chase order nu	mber 🔻	CH99109	60	Help				
Purchase order acknowledgments	0	Open View printer friendly Help								
Invoices and credits										
Rejected invoices		Create invoice	from purchas	se order 😈	Delete					
Remittance advices						Help				
Protocol reports	Pur	chase order se	arch results			· ·				
Supplier profile		Purchase 🔺	Supplier 🔺	Buying 🔺	Original 🔺	Last 🔺	Status	Accepte		
Help		order 🚽	number 👻	company 👻	purchase 👻	change 👻 date		purchas order	se	se status
Contacts		number		name	date	uate		item		
Glossary								change	5	5
Resource links	0	CH99109	WOILOCAL	IBM Australia	Apr/27/04 at 4:20 PM		Viewed	5 item(s accepte	· ·	*
Purchase order terms and conditions				Limited	7.20 FPI			of 5 Iter total		

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



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	Services & industr	y solutions 1 2	Support & dowing	aus injac	count	
	Global procurement : (WOI) >	> Procurement p	ortal > Web Orde	r and Invoice		
Web Order and Invoice (WOI)	Purchase o	rder ackn	owledame	ents		
News			lowicagina	51113		
WOI terms and conditions	acknowledgments t	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.				
Documents pending delete	Search on 2		Search for			
Purchase orders	Purchase order nu	mber 🔻	CH99109	Go Hel	D	
Purchase order 1 acknowledgments	• View printer f	riendly Help	,		·	
Invoices and credits	View printer in	neip				
Rejected invoices				He	elp	
	Durchaco ordor ad	knowledgment	search results			
Remittance advices	Purchase order ad	_				
Remittance advices Protocol reports	Purchase 🔺	Confirmation		Supplier 🔺	Submission *	Status
		Confirmation number	 Buying company name 	Supplier 🔺 number 👻	Submission + date/time +	Status
Protocol reports	Purchase ▲ order ↓ number			number 👻	date/time 👻	
Protocol reports Supplier profile	Purchase 🔺 order 🗸		 company - name IBM Australia 			
Protocol reports Supplier profile Help	Purchase ▲ order ↓ number		 company - name IBM 	number 👻	date/time 👻	Status Arrived
Protocol reports Supplier profile Help Contacts	Purchase ▲ order ↓ number	number	 company - name IBM Australia 	number 👻	date/time 👻	

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



business

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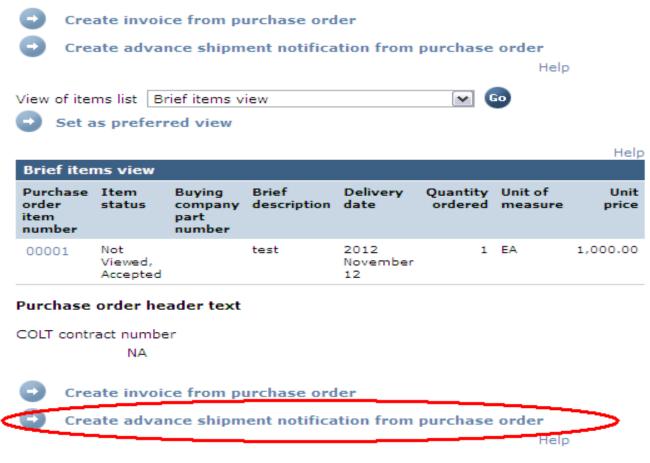
Advance Shipment Notification



e business

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.



Back to top



business

- 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'

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

Related links

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

Web Order and	

(WOI) >Advance shipment notifications

Processing options

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

Global procurement > Procurement portal > Web Order and Invoice

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	China Ltd	
Delivery note id*	12345678	
Supplier name Supplier number	Test Company 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		Unit of measure	WOI quantity shipped to date	Current shipment quantity
00001	Accommodation for overnight trip 16	80.000	Currency Units	0	1

Select all



Help





business

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 $> \mbox{Procurement}$ portal $> \mbox{Web}$ 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)

Edit items

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

Help

BM

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

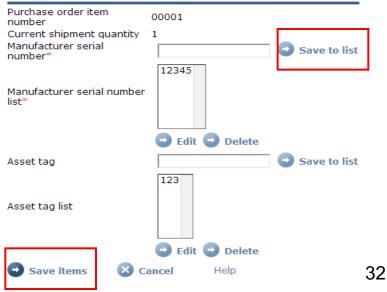
Advance shipment notifications

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.





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

Buying company specific information

Bill of lading number Commercial invoice number Supplier invoice numb House airway bill num Master airway bill nur Country of origin* Shipping port* Incoterms/shipping te Number of packages Estimated arrival date Estimated arrival time Time zone Vessel/flight number Carrier name Country of title transfe Importer of record

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¥ - ¥
•

Ship to address Name/Address* Name2 Address1 Address2 Address3 PO box City District State/Region/Provir Postal code Country/Region* 🕒 Submit Save as draft Reset

V

•

	IBM	
	China	
	399 Ke Yuan Road	
	Company	
	Attn: Tester, CN	
		1
		1
	Pudong New District	-
nce*	Shanghai(31) 🔻	
	China(CN)	¥
	🗴 Cancel	
	Save as a def	fault

Help



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

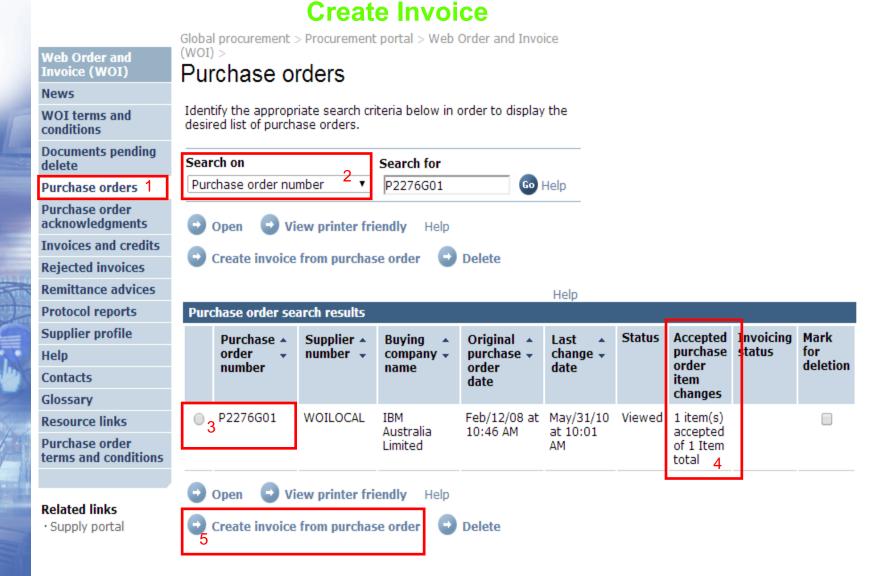
	Global procurement > Procurement portal > Web Order and Invoice
Web Order and Invoice (WOI)	Advance shipment notifications
News	Confirm submission
WOI terms and conditions	Note - This browser session will be terminated if there is no activity within 30 minutes.
Purchase orders	Purchase order number 4607070880
Purchase order acknowledgments	Delivery note id 12345678
Advance shipment notifications	Warning messages Message 1 The ship to address was modified, previous authorization
Invoices and credits	should have been obtain from the buyer.
Rejected invoices	
Remittance advices	🕒 Ok 🛛 🕺 Cancel
Protocol reports	
Supplier profile	
Help	
Contacts	
Glossary	
Resource links	
Purchase order terms and conditions	





Invoices and Credits





- 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



2	Web Order and Invoice (WOI)	Global procurement > Procu (WOI) > Invoices and cre	rement portal > Web Order and Invoice edits
ness	News	Initial definitions (AU)	
	WOI terms and conditions		n will be terminated if there is no activity
	Purchase orders	within 30 minutes.	
	Purchase order acknowledgments		n asterisk (**) are required. n timeout value during an active session. before your browser session terminates
	Invoices and credits	for inactivity. Select the de	sired time in the Inactivity timeout field
	Rejected invoices	and click Go.	
	Remittance advices	Inactivity timeout	30 minutes 💌 😡
2	Protocol reports		Help
010110	Supplier profile	Bill to name	IBM Australia Limited
Carlo D	Customer care	Purchase order number	P2GTPG01
St	Help	Purchase order date	January 23, 2006
	Contacts	Supplier invoice date*	November 💌 / 15 💌 / 2008 👻
h	Glossary	Services on invoice?*	Yes 💌
	Resource links	Invoice type*	Invoice 👻
1.0.	Purchase order terms and conditions	Invoice transaction*	Goods/Services + Tax 💌 😡
1/A		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 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

bus

	Web Order and Invoice (WOI)	(WC) >	nent > Procure					The inv	lier invoice numb roice number sho s in your internal	ould match invoice	
	News				uns. c	neuit a	ujustii	ient				
	WOI terms and conditions	NC Pro) te cessing opt	ions (AU)					-		d date: invoice service nvoice. In case there are	
	Purchase orders	Note - This browser session will be terminated if there is no activity					ativit.	multiple items in your invoice while the invoice				
	Purchase order acknowledgments	wit	hin 30 minut					CLIVILY	start / end date are different, please click 'Edit items' on the following screen to modify the start			
11453							ate for the items.	•				
	Rejected invoices	Bill	to name	I	BM Austra	lia Limited		пе	ith a sea an			
	Remittance advices		rchase orde		2GTPG01				3.Squa	re button: select	the item for billing	
	Protocol reports	Pu	rchase orde		anuary 23				•		0	
	Supplier profile	Su	oplier invoice	e date 🛛 🛚	lovember	15, 2008			4.Invoid	ce item number:	Enter 001, 002, 003 per	
	Customer care	Inv	oice type	h	nvoice				sequen	се		
0110	Help	Inv	oice transa	tion (Goods/Services + Tax							
OIDI	Contacts	1 Su	oplier invoice	e number*	nber* 123456789			5.Invoice quantity: 3 decimals are allowed6.Press 'Continue'7. Pls pay attention to the last column" WOI				
a deal	Glossary	Cu	rrency	4								
	Resource links	Exc	change rate	1	1.00000 AUD 00293978403							
he	Purchase order terms and conditions	Su	oplier numb	er (
		2 Bill	Billing period start date* September 💌 / 15 💌 / 2008 💌				•	quantity/amount invoiced to date" will show you				
	Related links	Bill	ing period e	nd date*	December	ecember 💌 / 31 💌 / 2008 💌		how many qty you had issued and how much				
Y	· IBM Privacy	1	Copy purchase order items text to invoice items						amount you had issued. Pls don't issue over the PO/item qty and amount			
	Statement • Principles and		•••					:				
	Policies	A	ceptable p	urchase orde	r items. M	ark to copy	the purcha	se ord	er item te	o the invoice.		
	 Supply portal Instructions for 		Purchase		Invoice	Invoice		Basis		WOI		
	• Procurement One Place team		order item number	description	item number	quantity	measure	of unit price	price	quantity/amount invoiced to date	×	
		3 🔽	001	ThinkPad	001	1.000	Piece (PC)	1.000	215.570	0.000/0.00		
			-	1GB PC2700 CL2.5 NP DDR SDRAM S	4	5						
=		C	Select all	Help							-	
ŧ.		6	continue		Back	Cancel	I Help				38	

e business



Invoices and credits: Tax invoice

Create from PO (AU)

Warn : Taxes have been calculated automatically.

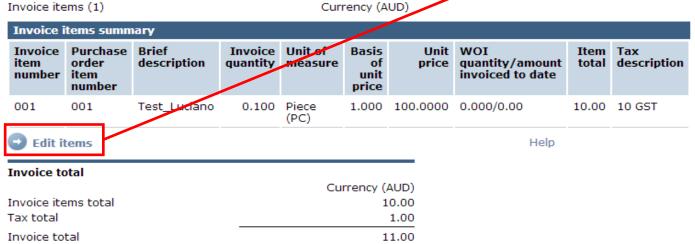
Note - This browser session will be terminated if there is no activity within 30 minutes.

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.

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

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

Invoice items (1)



Help

Help



Edit item screen

	Global procurement > Procurement p
Web Order and	< (IOW) >
Invoice (WOI)	Invoices and credits:
News	Items (AU)
WOI terms and conditions	Invoice items for supplier invoice nu number P2GTPG01
Purchase orders	Note - This browser session will be
Purchase order acknowledgments	within 30 minutes. The fields indicated with an asterisk
Invoices and credits	
Rejected invoices	Invoice item number*
Remittance advices	Purchase order item number
Protocol reports	Invoice quantity*
Supplier profile	Unit of measure
Customer care	Unit price
Help	Basis of unit price
Contacts	Applicable tax rate*
Glossary	Delivery note id
Resource links	Airway bill number
Purchase order terms and conditions	WOI quantity/amount invoiced to d
	Billing period start date*
Related links	Billing period end date*
IBM Privacy Statement	Brief description*
Principles and	Invoice item text
Policies Supply portal	Testing Invoice for IBM Australia Agreement Number: 4904RL1406
 Instructions for 	

- Instructions for exports to IBM
- Procurement One Place team

portal > Web Order and Invoice

: Tax invoice

umber 123456789. Purchase order

terminated if there is no activity

sk (*) are required.

5	Invoice item number*	001
es	Purchase order item number	001
	Invoice quantity*	1.000
	Unit of measure	Piece (PC)
	Unit price	215.570
	Basis of unit price	1.000
	Applicable tax rate*	10% AU GST 💌
	Delivery note id	
	Airway bill number	
ions	WOI quantity/amount invoiced to date	0.000/0.00
	Billing period start date*	September 💌 / 15 💌 / 2008 💌
	Billing period end date*	December 💌 / 31 💌 / 2008 💌
	Brief description*	Testing Invoice
	Invoice item text	
	Testing Invoice for IBM Australia Agreement Number: 4904RL1406	÷
	save items	l 🕞 Reset Help

Click this button to change the item changes

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.





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

Postal code*

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

Bill to address

Country/Region Name/Address Name2 Address1 Address2 Address3 Address4	Australia(AU) IBM Australia Ltd Attention: AU CAAPS Locked Bag 7015 Footscray West LPO, 5 West-Footscray VIC 30		
Ship to address			
Country/Region*	Australia(AU)		▼ Go
Name/Address*	IBM		
Name2	AU Tester3		
Address1*			
Address2			
Address3			
Address4			
🔁 Submit	🕒 Back 🛛 🛛 Ca	ncel 💽 Reset	Help
Save as draf	ft 🛛 🖸 Save as a defa	ault	

Invoice issuer ad	dress		Submit	Васк	Cancel	Reset	нер
Country/Region*	Korea, Republic of South(KR)	▼ Go	Save as draft	Save as	s a default		
Name/Address*	WOI LOCAL SUPPLIER						
Name2		[
Address1*	genesis supplies	Submit: ready to s					-: lotou
Address2	Kaki Bukit Ave 5	Save as draft: Not Back: go back to t	•		ina subm	iit the invo	Sice later.
Address3	Korea	Cancel: cancel in					
Address4		Reset: put the orig	•	-	-	•	-
City*		Save as default: s	ave the curren	it administ	rative int	ormation	as default
District*							41



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

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: 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 stutus will change from "submitted--submitted and stored--arrived--arrived and stored within 2 days"





Create Credit





Global procurement > Procurement portal > Web Order and Invoice (WOI) > Web Order and Purchase orders Invoice (WOI) News Identify the appropriate search criteria below in order to display the WOI terms and desired list of purchase orders. conditions Documents pending Search on Search for delete Purchase order number Purchase orders 1 P2276G01 Go Help Purchase order acknowledgments View printer friendly Open Help Invoices and credits Create invoice from purchase order Delete **Rejected invoices** Remittance advices Help Protocol reports Purchase order search results Supplier profile Purchase 🔺 Supplier 🔺 Buying Original 🔺 . order purchase 🗸 number 🚽 company 🚽 Help number order name Contacts

Create invoice from purchase order



Delete

Related links

Resource links

Purchase order

terms and conditions

Glossarv

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



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			urement portal > Web Order and Invoice
0	Web Order and Invoice (WOI)	(WOI) > Invoices and cr	edits
business	News	Initial definitions (AU)	
	WOI terms and conditions		on will be terminated if there is no activity
	Purchase orders	within 30 minutes.	
	Purchase order acknowledgments	You may adjust the sessio	n asterisk (*) are required. In timeout value during an active session.
	Invoices and credits	for inactivity. Select the de	before your browser session terminates esired time in the Inactivity timeout field
	Rejected invoices	and click Go.	
	Remittance advices	Inactivity timeout	30 minutes 💌 😡
	Protocol reports		Helt
00010110	Supplier profile	Bill to name	IBM Australia Limited
CONT	Customer care	Purchase order number	P2GTPG01
States	Help	Purchase order date	January 23, 2006
1 AVE	Contacts	Supplier invoice date*	November 💌 / 15 💌 / 2008 💌
1	Glossary	Services on invoice?*	Yes
	Resource links	Invoice type*	Credit
A	Purchase order terms and conditions	Invoice transaction*	Goods/Services + Tax 💌 😡
A FA		Applicable tax rate*	10% AU GST 💌
	Related links	G 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

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Web Order and
Invoice (WOI)NewsWOI terms and
conditionsPurchase ordersPurchase order
acknowledgmentsInvoices and creditsRejected invoicesRemittance advicesProtocol reportsSupplier profileCustomer care

Help

Contacts Glossary

Resource links

Purchase order terms and conditions

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 Credit Invoice type Invoice transaction Goods/Services + Tax Supplier invoice number* 123456789CR Currency AUD Exchange rate 1.00000 AUD 00293978403 Supplier number September - / 15 - / 2008 -Billing period start date* Billing period end date* December - / 31 - / 2008 -

Copy purchase order items text to invoice items

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.

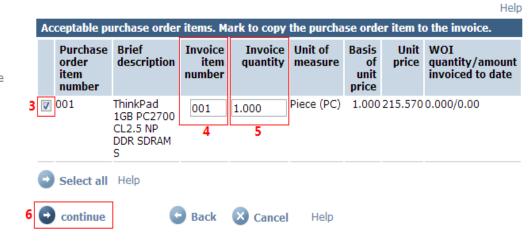
3.Square button: select the item for billing

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

5. Invoice quantity: 3 decimals are allowed

6.Press 'Continue'

Help





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

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.

Bill to name IBM Australia Limited P2276G01 Purchase order number February 12 2008 Purchase order date Supplier invoice date November 15 2008 Original invoice date: Select the date of the Invoice type Credit original invoice Goods and services plus tax Invoice transaction Original invoice number: Type in the Supplier invoice number 123456789CR original Invoice No (Invoice being credited) AUD Currency Exchange rate 1.00000 AUD Reason for credit: Enter the reason to WOILOCAL WOI LOCAL SUPPLIER 1 Supplier number credit the original invoice genesis supplies Original invoice date* November • / 15 🔻 2008 • Original invoice number* 123456789 Reason for credit* Wrong invoice

Help



Invoice item number Purchase item number Brief quantity item number Invoice quantity number Unit price quantity/amount invoice to date Item number Tax description Country/Region* Korea, Republic of South(RR) 001 001 Test_Luciano 0.100 Piece 1.000 10.001 10.00	
number item number unit price invoice to date Name2 001 001 Test_Luciano 0.100 Piece 1.000 10.00 10.60 10 GST Address1** genesis supplies Invoice total Help Address2 Kaki Bukit Ave 5 Korea Invoice total Currency (AUD) City** Invoice items total 10.00 District** Invoice total 1.00 10.00 District** Postal code** Invoice items total Invoice items total 11.00 Invoice total 11.00 Postal code** Invoice items total Invoice items total Invoice items total Address4 Invoice total 11.00 Postal code** Invoice items information Australia Ltd Australian business number (ABN) 79 000 024 733 Name2 Address1 Locked Bag 7015 Supplier tax information Address4 Address3 West-Footscray West LPO, 528 Barkly St Address1 Locked Bag 7015 Address4 EIM Address4 Io GST 1.00 10.00 11.00 Name2 Address4 Address1 Locked Bag	۲
number price Name2 11 001 Test_Luciano 0.100 Piece 1.000 10.00 <t< th=""><th></th></t<>	
(PC) Address2 Kaki Bukit Ave 5 Edit items Help Address3 Korea nvoice total Address4	
Edit items Help Address2 Kaki Bukit Ave 5 invoice total Currency (AUD) Address3 Korea invoice items total 10.00 City" District" invoice total 1.00 District" District" invoice total 1.00 Postal code" District" Buying company tax information Name/Address IBM Australia(AU) Name/Address IBM Australia Ltd Name2 Address3 Veathed Bag 7015 Address3 Address3 Veathed Bag 7015 Address3 West-Footscray Vic 3012 Address4 Country/Region* Address3 West-Footscray Vic 3012 Address3 West-Footscray Vic 3012 Address4 Country/Region* It of ST 1.00 11.00 10 GST 1.00 11.00 Name/Address* IBM Mainistrative contact Name 2 Name 2 AU Name 2 <td></td>	
nvoice total Currency (AUD) nvoice items total 10.00 ax total 10.00 nvoice items total 10.00 ax total 1.00 nvoice total 11.00 nvoice total 11.00 buying company tax information Postal code* nustralian business number (ABN) 79 000 024 733 Bill to address Supplier tax information Country/Region ustralian business number (ABN) 123 456 789 Country/Region Tax breakdown table (AUD) Address1 Tax description Tax amount Tax description Tax amount 10 GST 1.00 10.00 11.00 Munistrative contact Name/Address* he fields indicated with an asterisk (*) are required to complete this ransaction; other fields are optional. If you do not want to provide switch her equired information, please use the "Back" button on with the required information, please use the "Back" button on Address2	
Currency (AUD) City" woice items total 10.00 ax total 1.00 woice total 11.00 uying company tax information Postal code" ustralian business number (ABN) 79 000 024 733 upplier tax information Bill to address ustralian business number (ABN) 79 000 024 733 upplier tax information Country/Region ustralian business number (ABN) 123 456 789 Tax breakdown table (AUD) Address1 tax description Tax amount Tax amount Tax base Invoice subtotal Name/Address* ID GST 1.00 dministrative contact Name/Address* ne fields indicated with an asterisk (*) are required to complete this ansaction; other fields are optional. If you do not want to provide swith the required information, please use the "Back" button on	
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ax total 1.00 nvoice total 11.00 uving company tax information Postal code* ustralian business number (ABN) 79 000 024 733 upplier tax information Country/Region ustralian business number (ABN) 79 000 024 733 upplier tax information IBM Australia Ltd ustralian business number (ABN) 123 456 789 Address1 Locked Bag 7015 Address2 Footscray West LPO, 528 Barkly St Address3 West-Footscray West LPO, 528 Barkly St Address3 West-Footscray VIC 3012 Address4 Ship to address 10 GST 1.00 11.00 10 GST 1.00 11.00 dministrative contact Name2 he fields indicated with an asterisk (*) are required to complete this anastion; other fields are optional. If you do not want to provide s with the required information, please use the "Back" button on	
nvoice total 11.00 uying company tax information ustralian business number (ABN) ustralian business number (ABN) 79 000 024 733 upplier tax information ustralian 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 Ministrative contact he fields indicated with an asterisk (**) are required to complete this ansaction; other fields are optional. If you do not want to provide switch required information, please use the "Back" button on Postal code* Bill to address Country/Region** Address1** Address1** Address1** Address2 Postal code** Invoice subtotal Address2 Ship to address Supplier tax information, please use the "Back" button on Address2 Address2 Description	
Bill to address uying company tax information ustralian business number (ABN) 79 000 024 733 Country/Region Australia(AU) Name/Address IBM Australia Ltd Name/Address Upplier tax information ustralian business number (ABN) 123 456 789 Address1 Locked Bag 7015 Address2 Footscray West LPO, 528 Barkly St Address3 West-Footscray VIC 3012 Address4 Ship to address Country/Region* Australia(AU) Name/Address* IBM Address1 Locked Bag 7015 Address3 West-Footscray VIC 3012 Address4 Ship to address Country/Region* Australia(AU) Name2 AU Tester3 Address1* address1*	
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Address3 West-Footscray VIC 3012 Address3 West-Footscray VIC 3012 Address4 Ship to address Country/Region* Australia(AU) 10 GST 1.00 10.00 11.00 Name/Address* IBM Name/Address* IBM Administrative contact Name2 AU Tester3 Address1* address2	
Address4 Address4 Ship to address Country/Region* Australia(AU) 10 GST 1.00 10.00 11.00 Administrative contact Name/Address* Administrative contact Image: Country/Region* Australia(AU) Name/Address* Administrative contact Name2 AU Tester3 Address1* Address2	
Tax description Tax amount Tax base Invoice subtotal 10 GST 1.00 10.00 11.00 Idministrative contact Name/Address** IBM he fields indicated with an asterisk (*) are required to complete this ransaction; other fields are optional. If you do not want to provide is with the required information, please use the "Back" button on Address1*	
10 GST 1.00 10.00 11.00 Name/Address* Australia(AU) dministrative contact Name/Address* IBM he fields indicated with an asterisk (*) are required to complete this ransaction; other fields are optional. If you do not want to provide s with the required information, please use the "Back" button on Address1* Address2	
dministrative contact Name/Address* IBM he fields indicated with an asterisk (*) are required to complete this ransaction; other fields are optional. If you do not want to provide s with the required information, please use the "Back" button on Address1*	•
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ransaction; other fields are optional. If you do not want to provide us with the required information, please use the "Back" button on Address2	
is with the required information, please use the "Back" button on Address2	
your browser to return to the previous page, or close the window or Address3	
ame* Chris Sladish Address4	
Communications method* Contact by E-mail 🔻	Help
Phone number or e-mail* tarun@us.ibm.com	nop

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I



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

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: 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



				Procurement	portal > Web Or	der and Invoic	e		
	Web Order and Invoice (WOI)	(WOI) > Invoices and credits							
	News								
	WOI terms and conditions	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.							
	Documents pending delete	The fields indicated with an asterisk (*) are required.							
we z	Purchase orders	Sear	rch on		Search for				
	Purchase order acknowledgments		chase order nur	mber 2 🔹	Jearentor	60	Help		
-	Invoices and credits								
	Rejected invoices	•	View printer fr	iendly 🕑 I	Edit 🕤 Copy	to new invoic	e		
	Remittance advices	0	Download sign	ed/stored inv	oice Help				
	Protocol reports								
61	Supplier profile	Invoice and credit search results							
	Help	Invo	bice and credit	search results					
•	Contacts		Supplier	Supplier 🔺	Supplier •	Purchase 🔺	Buying 🔺 company 🗸	Status 🔺	
Y	Glossary		number	date	submitted	number	name	•	
	Resource links				date				
1.0.2									
	Purchase order terms and conditions	\bigcirc	123456789 3	Nov/15/08	Jan/10/14 at 4:25 PM	P2276G01	IBM Australia Limited	Submitted Stored	
		0			4:25 PM		Australia Limited	Stored	
1	terms and conditions Related links	0	123456789 3 123456789CR			P2276G01 P2276G01	Australia	o dio minee a di	
	terms and conditions			Nov/15/08	4:25 PM Jan/10/14 at 4:53 PM		Australia Limited IBM Australia Limited	Stored	

1. Click 'Invoices and credits

3. Select the invoice/credit

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



<u>e</u>

business



Check Rejected Invoice



Home	Products	Serv	ices & indust	y solutions	Support & do	ownloads 👘 M	ly IBM
Web Orde Invoice (Global procurement > Procurement portal > Web Order and Invoice (WOI) > Rejected invoices					
lews							
WOI tern condition					riteria below in y the buying co		y the
Purchase	orders	C a a b	ch on	C			
Purchase acknowle		Stat			orch for	Go Help	
Advance notification		A View printer friendly Help					
Invoices	and credits						
Rejected	invoices	Reie	ected invoice	search results			Help
Remittan	ce advices	Rejt					
Protocol I	reports		Supplier 🔺	Supplier 🔺	Buying 🔺 company 🚽	Date of 🔺	Status 🔺
Supplier	profile		number	date	name		
Customer	care	03	00072275	Dec/15/11	IBM Systems		Not
Help					Technology Company	12:40 AM	viewed
Contacts					Limited		
Glossary					(ISTC)		
Resource	links	\odot	00072276	Dec/15/11	IBM Systems Technology	Jan/25/12 at 12:40 AM	Not viewed
Purchase terms and	order d conditions				Company Limited (ISTC)	12.40 AM	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



business



Rejected invoice example:

<u>IBM</u>.

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 LIMI
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



Home Products	Serv	ices & industry	solutions	Sup	port & downloads	5 My IBM
Web Order and Invoice (WOI)	Global procurement > Procurement portal > Web Order and Invoice (WOI) > Remittance advices					
News						
WOI terms and conditions	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.					
Purchase orders	criteria below in order to display the desired list of remittance advices.					
Purchase order acknowledgments	Search on 2 Search for					
Invoices and credits	Status 🔹 Not viewed 🗨 💿 Help					
Rejected invoices						
Remittance advices	View printer friendly Help					
Protocol reports	Help					
Supplier profile	Rem	ittance advice	search results			
Customer care		Buying 🔺	Date of		Paid invoice 🔺	Status 🔺
Help		company 👻	remittance	•	and credit 🛛 🗸	•
Contacts		name	advice		amount	
Glossary	Ş	IBM Australia Limited	Dec/09/13		119,690.13	Not viewed
Resource links	5		D /D /// D			
Purchase order terms and conditions	\odot	IBM Australia Limited	Dec/24/13		32,655.31	Not viewed
	\bigcirc	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'

business



Remittance advices example:

<u>IBM</u>_©

Remittance advices

Printer friendly

Return

If you have questions about any of the information provided on this remittance advice, see <u>Contacts</u>. 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

Buying company information

Buying company name

Payee information Supplier name

Supplier number

Supplier address Name/Address

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

Address1
Address2
Address3
PO box
City
District
State/Region/Province
Postal code
Country/Region

China(CN)

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

* Back to top

	Name2
315	

China Ltd

Test Company

100028902



Supplier database maintenance

Deletion Function



58

			> Procuremen	t portal > Web	Order and Invo	oice		
Web Order and Invoice (WOI)	(woi) >		d credits	5				
News								
WOI terms and conditions	the buy	ying compan	y. In addition,	tion of new inve previously creating the appropriate	ted invoices an	d		
Documents pending delete				isk (*) are requ		.ena.		
Purchase orders	Search	h on		Search for				
Purchase order acknowledgments	Statu			Draft	🔻 😡 Help			
Invoices and credits								
Rejected invoices	🖸 Vi	iew printer f	riendly 🖸	Edit 🖸 Co	py to new invo	oice		
Remittance advices		Download signed/stored invoice Delete Help						
Protocol reports		j.	,	•				
				-		Help		
Supplier profile		ce and credn	t search resul	G				
Supplier profile Help	Invoid							
		Supplier 🔺	Supplier 🔺	Supplier	Purchase •	Buying	Status 🔺	
Help	e i		Supplier • invoice • date	invoice - submitted	Purchase • order • number	Buying A company V name	Status 🔺	for
Help Contacts	e i	Supplier 🔺 invoice 🛛 🗸	invoice 👻	invoice 🚽	order 🚽	company 🗸	Status ▲ ▼	for delet
Help Contacts Glossary	i	Supplier 🔺 invoice 🛛 🗸	invoice 👻	invoice - submitted	order 🚽	company 🗸	Status 🔺 🔻	for delet
Help Contacts Glossary Resource links Purchase order	• F	Supplier • invoice • number	invoice date	invoice submitted date	order number WL00139- 002	company - name IBM Australia Limited	•	for delet
Help Contacts Glossary Resource links Purchase order	• F	Supplier 🔺 invoice 👻 number	invoice date	invoice submitted date	order number WL00139-	company - name IBM Australia Limited	•	delet

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

1. Go to 'Invoices and credits' section.

business

- 3. Click the check box in 'Mark for deletion' column.
- 2. Search on the invoices / credits
- 4. Click 'Delete' button

Note: Delete function is only to remove the invoices from WOI, the submitted invoice is still in IBM backend 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 59 your invoicing activities in the future.



Administration





Set Email Alert

	Global procurement > Procurement portal > Web Order and Invoice
Web Order and Invoice (WOI)	(WOI) >
	Supplier profile
News	This Web page allows a supplier to set several parameters for a
WOI terms and conditions	specific supplier number.
Documents pending delete	The fields indicated with an asterisk (*) are required to complete this transaction; other fields are optional. If you do not want to provide u
Purchase orders	with the required information, please use the "Back" button on your browser to return to the previous page, or close the window or
Purchase order acknowledgments	browser session that is displaying this page.
Invoices and credits	Supplier number*
Rejected invoices	WOILOCAL(WOI LOCAL SUPPLIER 1, genesis supplies)
Remittance advices	Set GMT offset*
Protocol reports	GMT+10:00 Brisbane, Canberra, Melbourne, Sydney
Supplier profile	
Help	Set e-mail alert*
Contacts	● Yes ● No
Glossary	Distribution list for e-mail alerts
Resource links	miriamb@mx1.ibm.com, davidwen@cn.ibm.com
Purchase order terms and conditions	Save profile changes 💽 Reset 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.

us



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: Forgot your password?
Sign in





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_5020000=828 82871584687907496

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





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

