

## **WebEDI Manual**

**How to log in to WebEDI via Supplier Portal**

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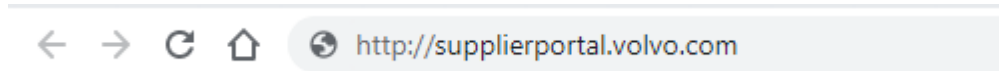
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## 1. Introduction

This is a manual aimed at suppliers of Volvo that are using the web based application WebEDI. The purpose of the manual is to describe how to log into WebEDI via the Volvo Supplier Portal.

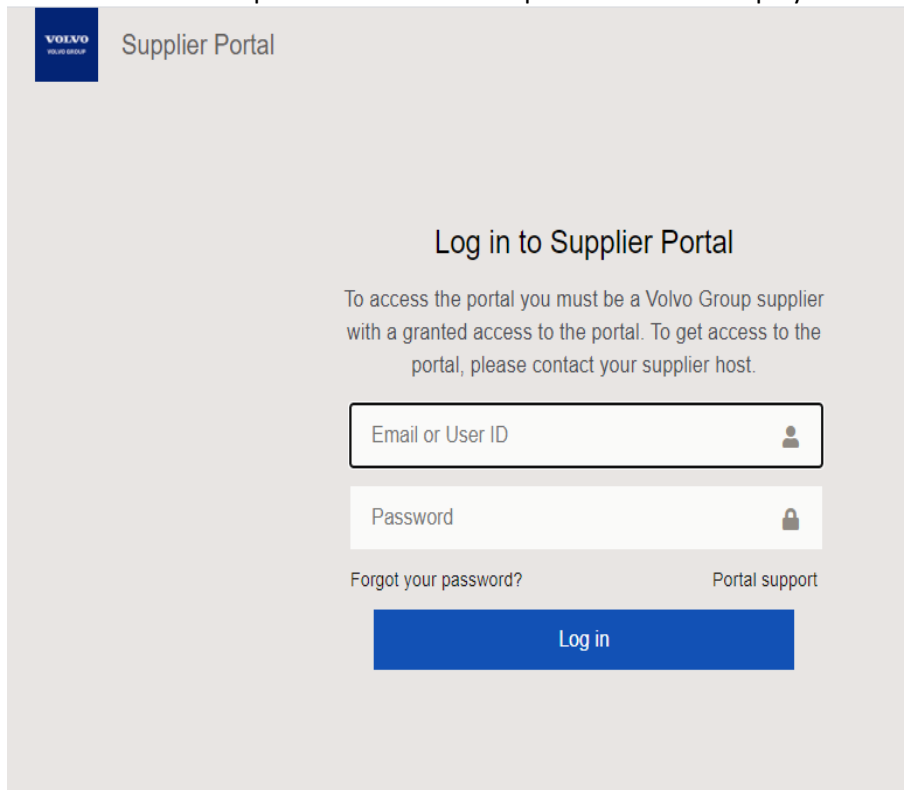
## 2. Supplier Portal log in procedure

To reach the log in window for Supplier Portal, open your internet browser and type <https://supplier-portal.volvo.com/login/?brand=volvo#/login> in the address field and either press enter or click on the corresponding button in the browser (illustrated in picture 1)



Picture 1 – Address in browser

Once the log in window has been opened the interface in picture 2 will be displayed.

A screenshot of the Volvo Supplier Portal login page. The page has a light gray background. In the top left corner, there is a blue square logo with the word "VOLVO" in white, and "VOLVO GROUP" written in smaller white text below it. To the right of the logo, the text "Supplier Portal" is displayed. The main heading is "Log in to Supplier Portal". Below the heading, there is a paragraph of text: "To access the portal you must be a Volvo Group supplier with a granted access to the portal. To get access to the portal, please contact your supplier host." Below this text are two input fields. The first field is labeled "Email or User ID" and has a small person icon on the right. The second field is labeled "Password" and has a small lock icon on the right. Below the input fields, there are two links: "Forgot your password?" on the left and "Portal support" on the right. At the bottom center, there is a large blue button with the text "Log in" in white.

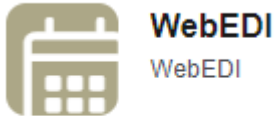
Picture 2 – Log in

Write Your username and password in corresponding fields and click on the button marked “Login” (see picture 2).

When logged into supplier portal, check for WEBEDI icon in your Business Systems tab:

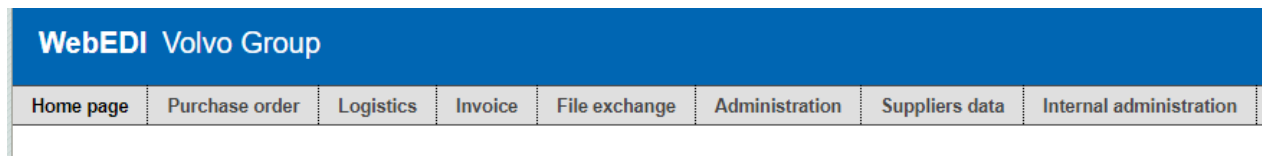


And click on WEBEDI icon to log in:



### 3. Navigation at WEBEDI application

After clicking on the icon, it will bring you to WEBEDI front page



After logged in you can search for online help in the top right corner



### 4. User support

In case of any issues with logging to the Supplier Portal please contact support team CMS Services:

- e-mail: [cmservices@volvo.com](mailto:cmservices@volvo.com)
- phone: +46 313 277 418

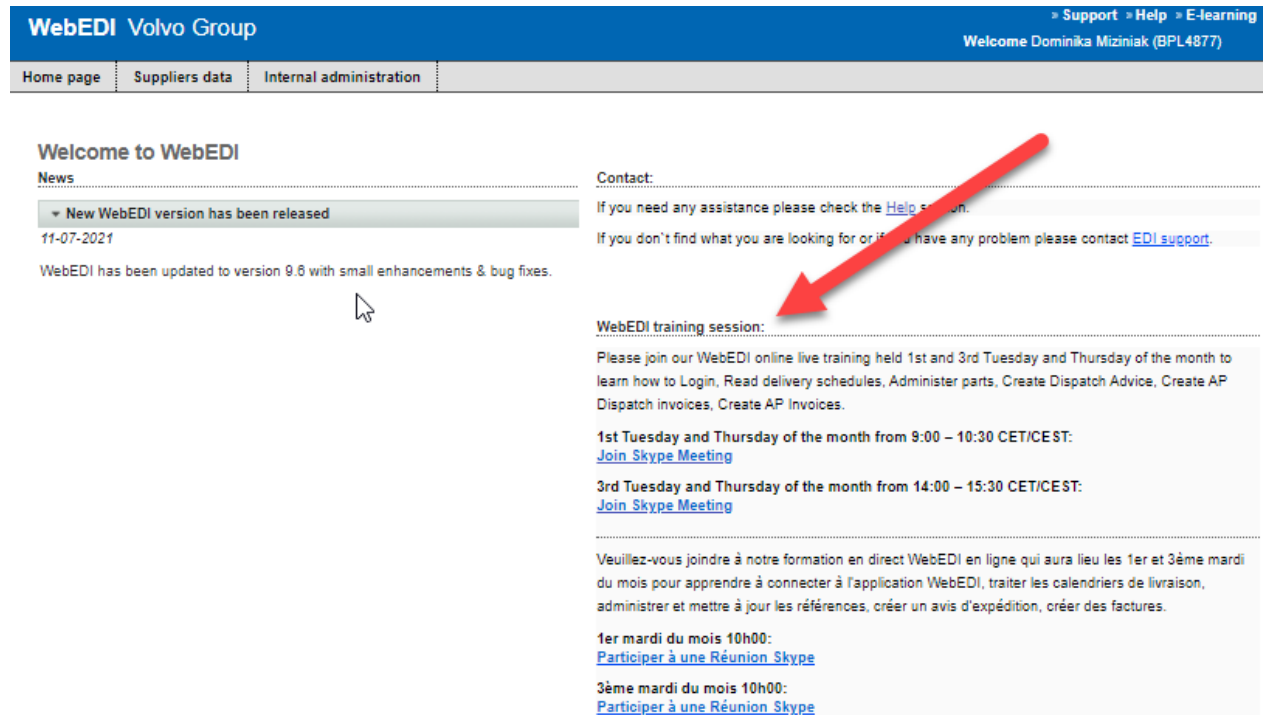
If you have any technical problems with WEBEDI application, please contact Support EDI:

- Email: [support.edi@volvo.com](mailto:support.edi@volvo.com)
- Phone: Europe: +46 31 662200 or United States: +1 336 393 3347

## 5. WEBEDI trainings

There are online trainings available for all users of WEBEDI application. Links and dates can be found at the home page after logging to WEBEDI application:

<https://webedi.srv.volvo.com/webedi/Pages/Home/Home.aspx>



The screenshot shows the WebEDI Volvo Group home page. The header includes the logo and navigation links for Support, Help, and E-learning. Below the header, there are tabs for Home page, Suppliers data, and Internal administration. The main content area is divided into two columns. The left column contains a 'Welcome to WebEDI' section with a 'News' sub-section. A news item titled 'New WebEDI version has been released' is highlighted, dated 11-07-2021, with a mouse cursor pointing to it. The right column contains a 'Contact' section with links for help and support, and a 'WebEDI training session' section. A red arrow points to the 'WebEDI training session' section. The training session section includes a description of the live training, dates and times for the 1st Tuesday and Thursday of the month (9:00 - 10:30 CET/CEST) and the 3rd Tuesday and Thursday of the month (14:00 - 15:30 CET/CEST), and links to join the Skype meetings. Below this, there is a French notice about a direct training session on the 1st and 3rd of the month, with links to participate in Skype meetings at 10h00.

**WebEDI Volvo Group** » Support » Help » E-learning  
Welcome Dominika Miziniak (BPL4877)

Home page | Suppliers data | Internal administration

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**Welcome to WebEDI**

**News**

▼ New WebEDI version has been released  
11-07-2021

WebEDI has been updated to version 9.8 with small enhancements & bug fixes.

**Contact:**

If you need any assistance please check the [Help section](#).

If you don't find what you are looking for or if you have any problem please contact [EDI support](#).

**WebEDI training session:**

Please join our WebEDI online live training held 1st and 3rd Tuesday and Thursday of the month to learn how to Login, Read delivery schedules, Administer parts, Create Dispatch Advice, Create AP Dispatch invoices, Create AP Invoices.

**1st Tuesday and Thursday of the month from 9:00 – 10:30 CET/CEST:**  
[Join Skype Meeting](#)

**3rd Tuesday and Thursday of the month from 14:00 – 15:30 CET/CEST:**  
[Join Skype Meeting](#)

Veillez-vous joindre à notre formation en direct WebEDI en ligne qui aura lieu les 1er et 3ème mardi du mois pour apprendre à connecter à l'application WebEDI, traiter les calendriers de livraison, administrer et mettre à jour les références, créer un avis d'expédition, créer des factures.

**1er mardi du mois 10h00:**  
[Participer à une Réunion Skype](#)

**3ème mardi du mois 10h00:**  
[Participer à une Réunion Skype](#)