

VOLVO

WebEDI Manual

How to log in to WebEDI via Supplier Portal

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1. Introduction

This manual is intended for Volvo suppliers using the web-based application WebEDI. Its purpose is to explain how to log into WebEDI via the Volvo Supplier Portal.

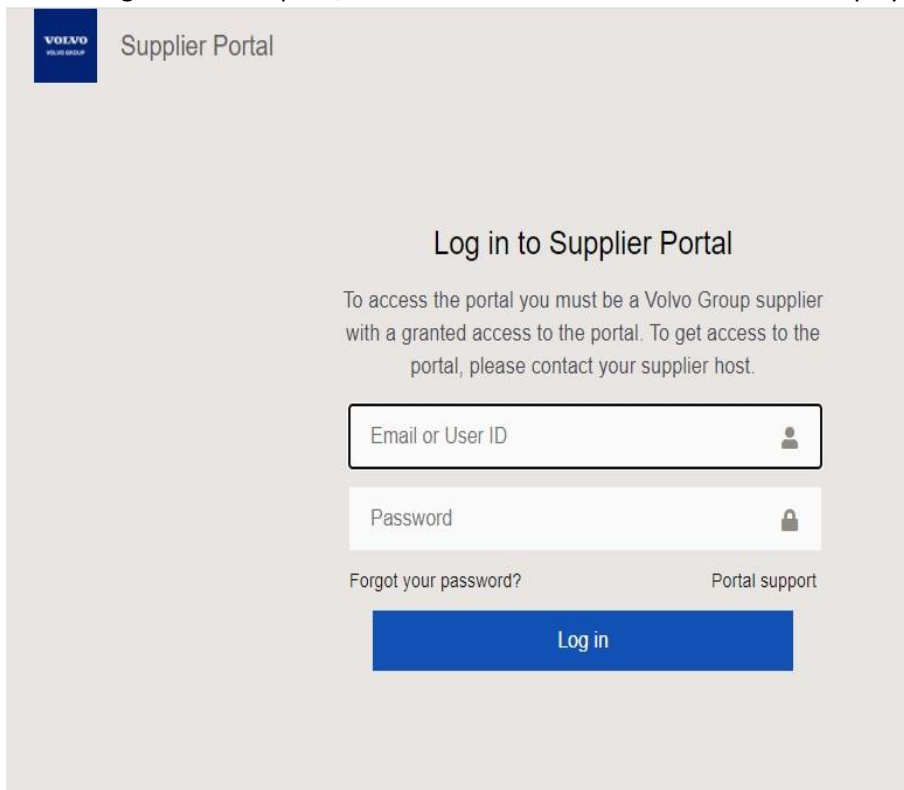
2. Supplier Portal log in procedure

To reach the log in window for Supplier Portal, open your internet browser and type <https://supplierportal.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

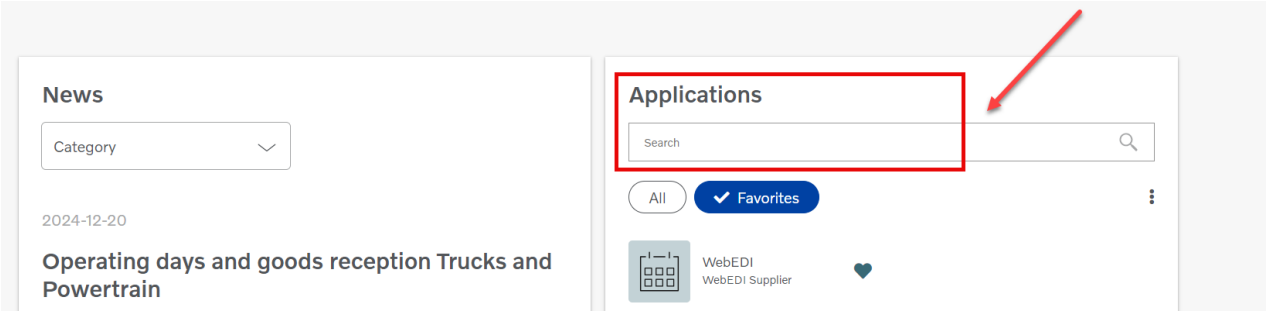
Once the login window opens, the interface shown in Picture 2 will be displayed.

A screenshot of the Volvo Supplier Portal login page. At the top left is the Volvo logo and the text "Supplier Portal". The main heading is "Log in to Supplier Portal". Below this is a paragraph: "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." There are two input fields: "Email or User ID" with a person icon and "Password" with a lock icon. Below the fields are two links: "Forgot your password?" and "Portal support". At the bottom is a blue "Log in" button.

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 the Supplier Portal, search for the WebEDI application using the application search box.

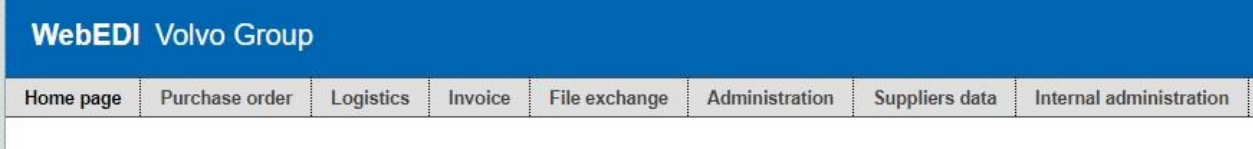


And click on the WebEDI icon to log in:



3. Navigation at WebEDI application

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



After logging in, you can search for the online “Help” section in the top right corner. There, you can find detailed information about the functionality, features, and logic used in WebEDI.



4. User support

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

- e-mail: useradmin@volvo.com
- phone: +46 313 277 418

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

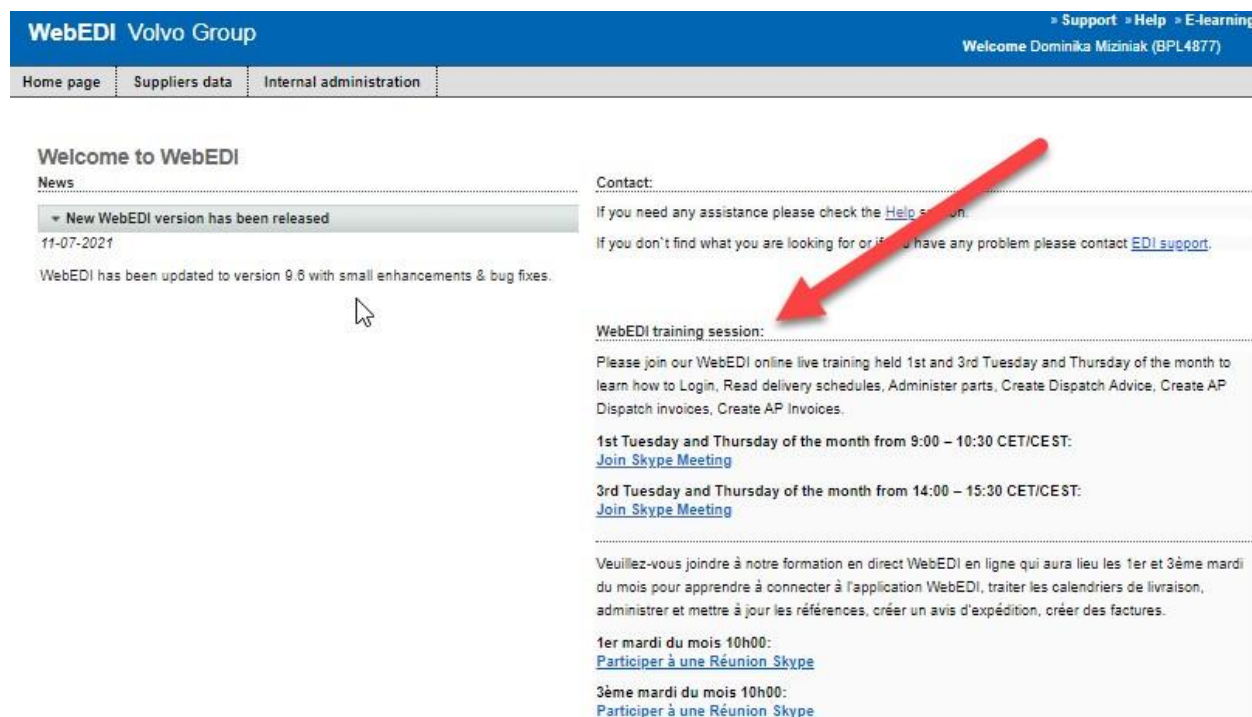
- Email: support.edi@volvo.com
- Phone: Europe: +46 31 662200 or United States: +1 336 393 3347

5. WebEDI trainings

There are online trainings available for all users of WebEDI application. Links and dates can be found:

1) On 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. At the top, there is a blue navigation bar with the text 'WebEDI Volvo Group' on the left and '» Support » Help » E-learning' on the right. Below the navigation bar, there is a horizontal menu with 'Home page', 'Suppliers data', and 'Internal administration'. The main content area is titled 'Welcome to WebEDI' and contains a 'News' section with a highlighted item: 'New WebEDI version has been released' dated '11-07-2021'. Below the news, there is a 'Contact:' section with links to 'Help' and 'EDI support'. A red arrow points to the 'WebEDI training session:' section, which lists training dates and times: '1st Tuesday and Thursday of the month from 9:00 – 10:30 CET/CEST' and '3rd Tuesday and Thursday of the month from 14:00 – 15:30 CET/CEST', each with a 'Join Skype Meeting' link. Below this, there is a section in French: 'Veuillez-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.' followed by two links: '1er mardi du mois 10h00: Participer à une Réunion Skype' and '3ème mardi du mois 10h00: Participer à une Réunion Skype'.

2) On the EDI Volvo page/ section dedicated to the [WebEDI | Volvo Group](#)