

WebEDI Manual

How to log in to WebEDI via Supplier Portal



Log in to WebEDI via Supplier Portal

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 in to WebEDI via the Volvo Supplier Portal.

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General

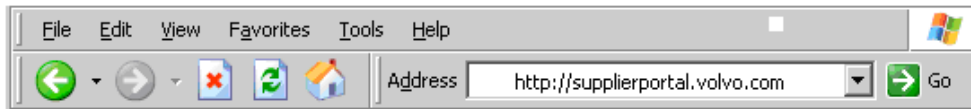
This manual describes how to log in to WebEDI via the Volvo Supplier portal.

User support

For user support concerning the log in to Supplier Portal please contact cmsservices@volvo.com

Supplier Portal log in procedure

To reach the log in window for Supplier Portal, open your internet browser and write <http://supplierportal.volvo.com> 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.

To log in

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

A screenshot of the Volvo Group Supplier Portal login interface. At the top is a dark blue header with the text "VOLVO GROUP SUPPLIER PORTAL" in white. Below the header is a light beige content area. The content area contains the following text:

Volvo Group Supplier Portal
Welcome to the Volvo Group Supplier Portal extranet.

If you are already registered users to the Volvo Group supplier portal, please log in directly.
If you think you should have access but don't, please contact your buyer for assistance.

**If you have problems with your User ID or your Password (e.g. forgotten), please contact:
CMS Services
(You have to include your Userid ID in the email to us)**

NEWS:
From the 30th of august 2009, the suppliers connected to the Volvo Group Supplier Portal will have to update its own contact information through a new application in VSIB.
A training manual is available in the "Portal Guide"

Click to know "how to connect"

Note:
Since we have an international support team all communication to CMS Services are to be done in English.

Please enter your user name and password to login:

Username **Password**

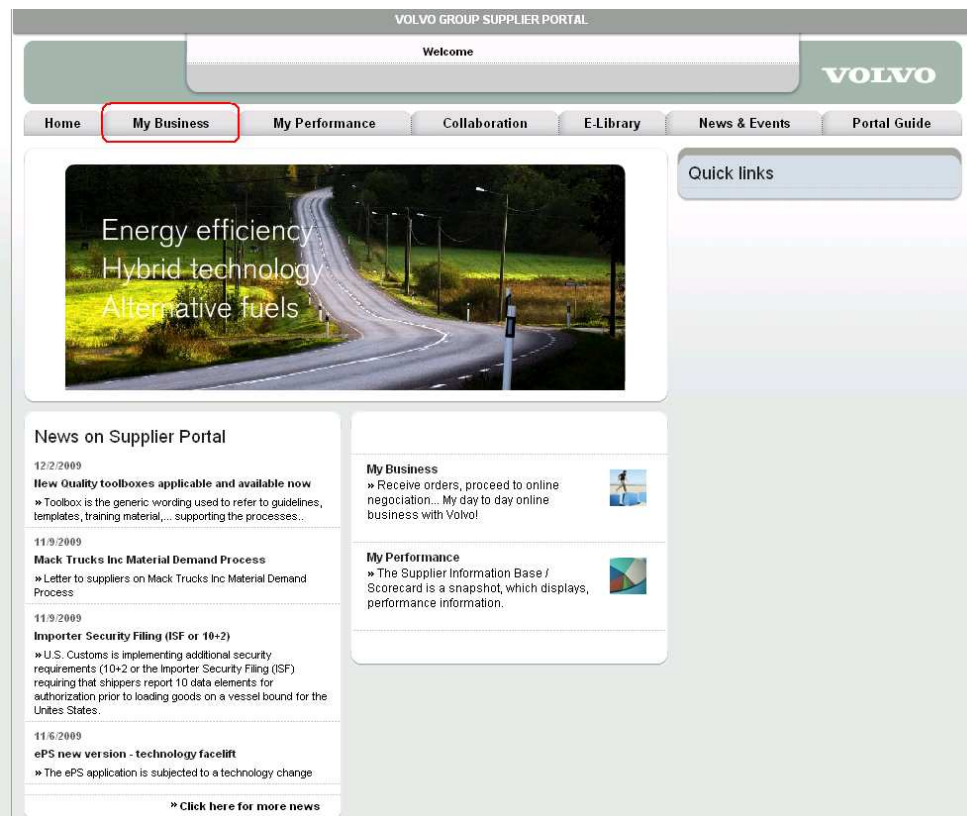
» » [Change Password](#)

Login

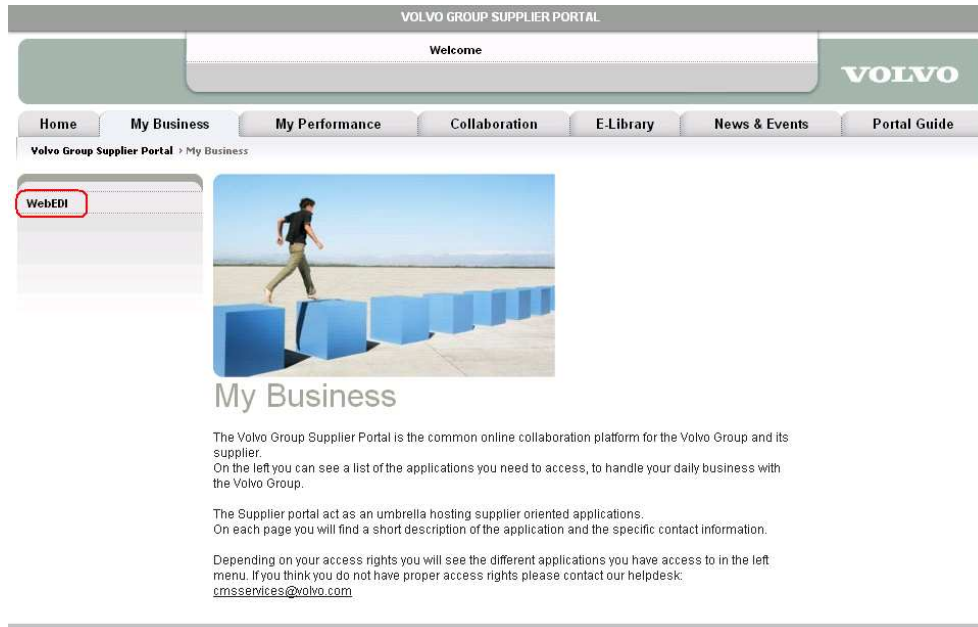
Picture 2 – Log in window

To open WebEDI

Once inside Supplier Portal some steps need to be taken to reach the WebEDI application. The first step is to click on “My Business” (marked with red square in picture 3). When the window “My Business” has been reached the next step is to click on “Web EDI” (marked with red square in picture 4). Then the screen “Web EDI” will be shown (picture 5).

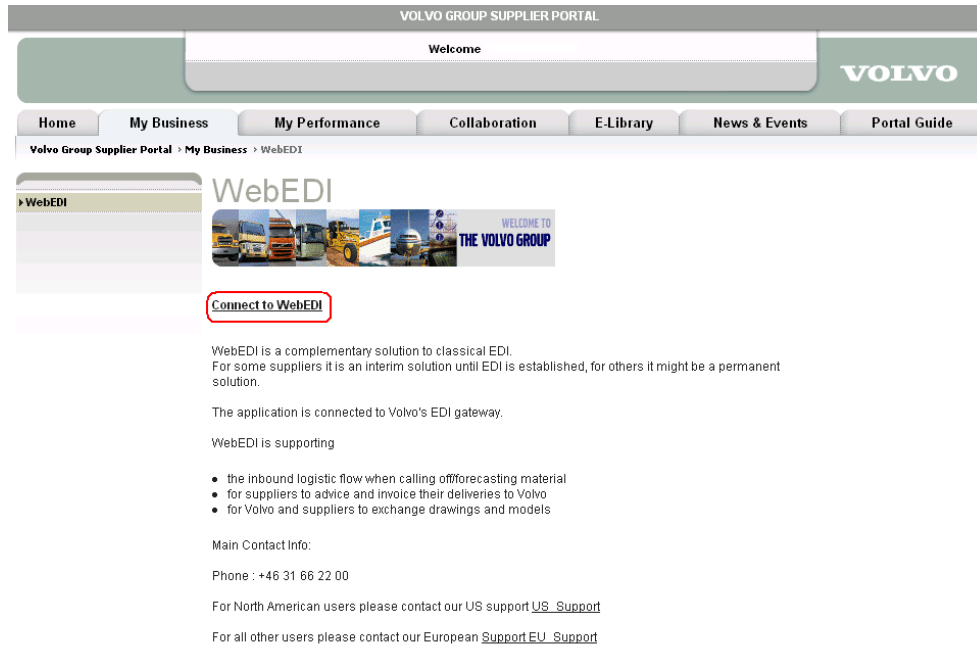


Picture 3 – First page on Supplier Portal



Picture 4 – “My Business” in Supplier Portal

Once inside the WebEDI page in Supplier Portal click on the link named “Click here to connect to WebEDI” to reach WebEDI.



Picture 5 – “WebEDI ” in Supplier Portal

To change password

Click on the link named “Change password” (see picture 2).

Write username, old password, new password and a confirmation (repetition) of the new password in the corresponding fields and click on the button named “Submit” (depicted in picture 6). To return to the previous log in window, click the ”Cancel” button.



Picture 6 – Password changing window