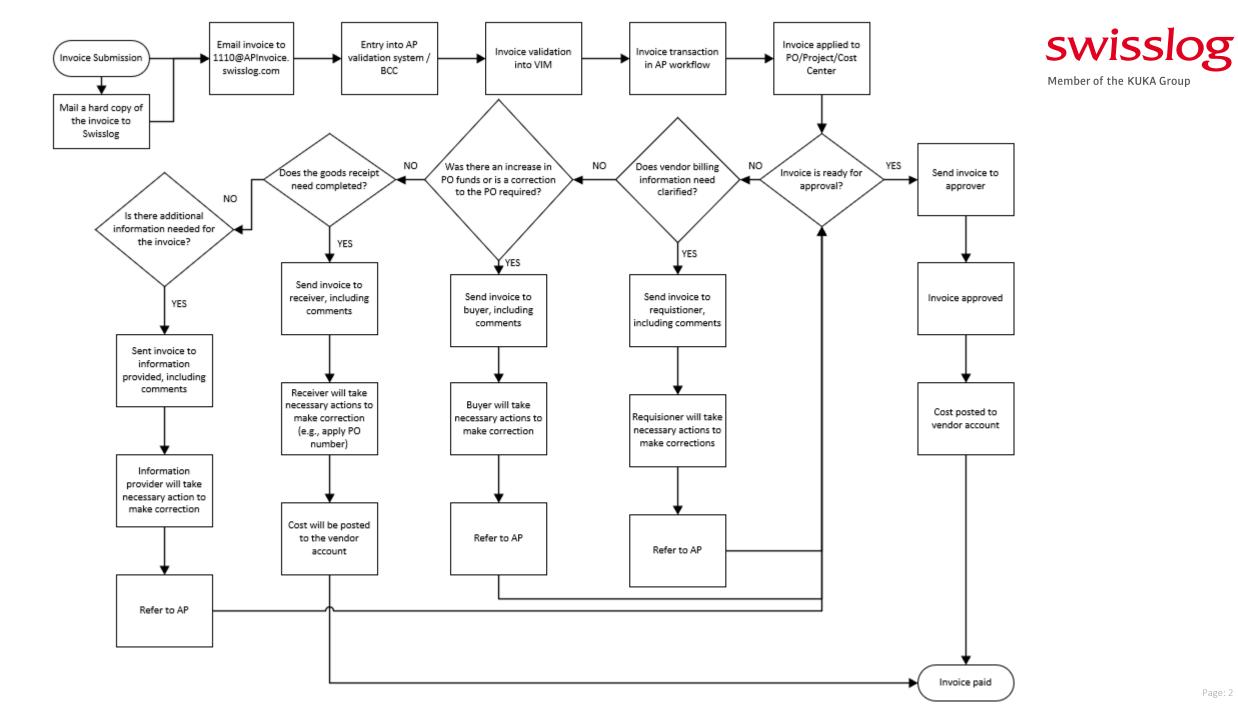




# VIM USER TRAINING GUIDE

Author: Finance

Date: 1/23/2019



#### **GETTING LOGGED IN TO SAP**



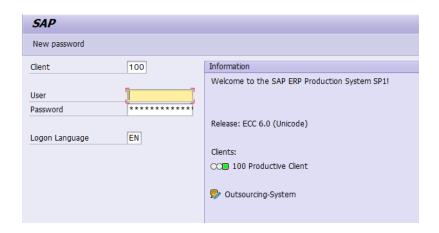


# SELECT THE SAP ICON ON THE TASKBAR OR DESKTOP

CLICK ON "13 – INA ERP PRODUCTION" | SP1

> ENTER YOUR D4 / H4 IN THE USER BOX | ENTER YOUR PASSWORD

🔄 SAP Logon 740					
Log On Variable Logon	* 🐨 🗉 🗄 🖻				
<ul> <li>Eavorites</li> </ul>	Name	System Descr	SID	Group/Server	Inst
<ul> <li>Shortcuts</li> </ul>	E 10			•	00
<ul> <li>Connections</li> </ul>	📲 11 - InA ERP Development		SE1	ciswlse101.swisslog.com	01
	🕼 12 - InA ERP Quality		SQ1	ciswlsq105.swisslog.com	05
	13 - InA ERP Production		SP1	ciswlsp106.swisslog.com	06



## WHEN LOGGING IN FOR THE FIRST TIME



#### YOU WILL NEED TO RESET YOUR PASSWORD | COPY THE LINK BELOW INTO THE INTERNET ADDRESS BAR

#### HTTPS://INSIDE.SWISSLOG.NET/CORPORATE/IT/APPLICATIONSERVICES/PAGES/SAP-INA-PASSWORD-RESET.ASPX

#### Forgot your SAP/InA password?

Please select below the SAP system/client where your password is forgotten.

#### SAP Password Parameters

Property	Description
Password restrictions	8 characters minimum Values allowed: • A - Z
	• a - z • 0 - 9 • !@#\$%^&*+=[]{} \:',.?/`~"<>();
Password expiry duration	90 days
Password strength	Strong password requires 3 out of 4 of the following: • Lowercase characters • Uppercase characters • Numbers (0-9) • Symbols (see password restrictions above)
Password history	5 previous passwords cannot be used again
Account lockout	After 5 unsuccessful logon attempts (wrong password), the user will be locked out

## CLICK ON SP1-100 UNDER ERP-PPM PRODUCTION

#### ERP-PPM

Production	Quality	Development
SP1-100	SQ1-100	SE1-100



#### SP1 - 100 Password reset tool

* SAP User Id:	
* Email address:	
Reset Password	

Mon 7/16/2018 2:14 PM



PWDSELFSRV <noreply@swisslog.com>

Request to reset your SAP password

To OJennifer Chappell
This message was sent with High importance.

Dear SAP-User,

Your password reset request in SAP system " SP1 - 100 " processed successfully. Please click on the link below to generate your new initial password.

http://ciswlsp106.swisslog.com:8006/sap/bc/webdynpro/sap/zbc\_wd\_appl\_reset\_password? BNAME=D4CHAPJ1&TOKID=0050569B0FDF1ED8A2A47F72179980E5&SAP-CLIENT=100&SAP-LANGUAGE=EN

Kind regards, SAP Basis-Team.

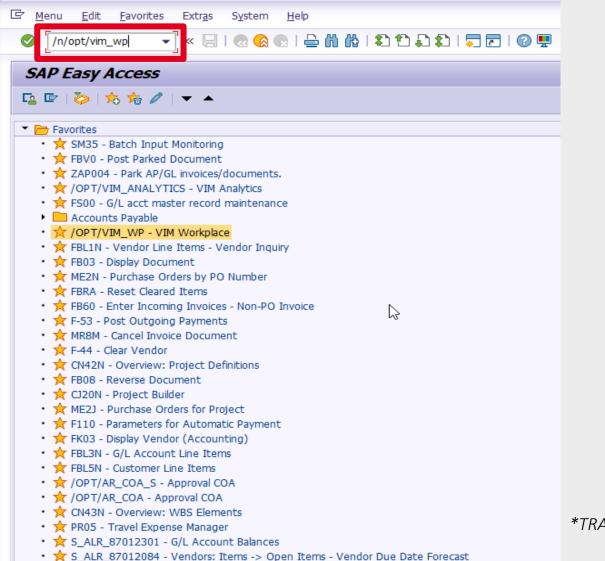
## ENTER YOUR USER ID [D4 / H4] AND YOUR EMAIL ADDRESS

#### SELECT RESET PASSWORD

AND EMAIL WILL BE SENT – CLICK LINK AND FOLLOW PROMPTS

### SAP MAIN SCREEN





## SAP GUI DESKTOP VERSION ON LOCAL MACHINE

## SAP TRANSACTION CODE FOR VIM WORKPLACE

## NOT FOR ONLINE SAP VIM PORTAL

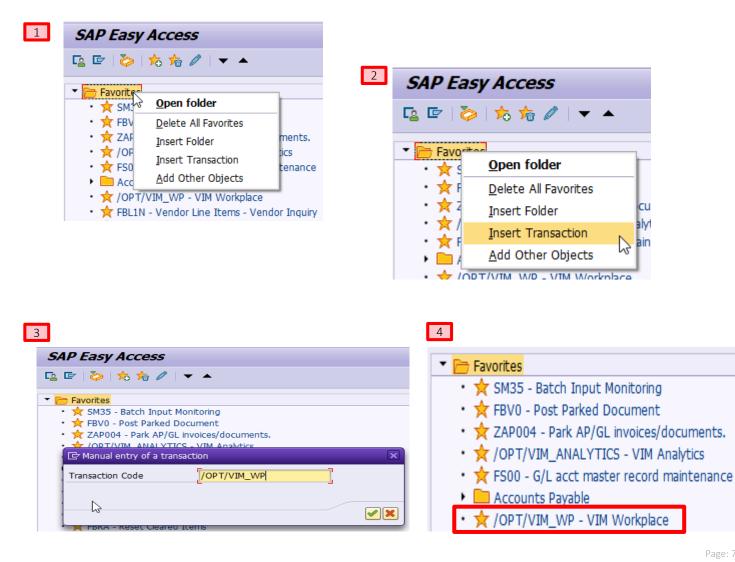
## <mark>/N/OPT/VIM\_WP</mark>

\*TRANSACTION CODE FOR MANUAL ENTRY || THE "N" OPENS A NEW WINDOW FOR THE VIM WORKPLACE\*



#### HOW TO SAVE THE VIM WORKPLACE TRANSACTION CODE TO YOUR FAVORITES

- RIGHT CLICK THE FAVORITES FOI DER ON THE SAP FASY ACCESS MENU
- SELECT INSERT TRANSACTION
- ENTER THE TRANSACTION CODE : /OPT/WIM WP
- THE WORKPLACE TRANSACTION WILL POPULATE UNDER THE FAVORITES FOLDER IN YOUR USER LIST





### THE VIM WORKPLACE – DEFAULT SCREEN LAYOUT

	lew				
Hide Selection Pane 🕒 Hide Detail Pane	Switch Work View Sconfigure Te	eam 🧆 Scan			
OPEN TEX" Vendor Invoice Management	for SAP* Solutions				
	· .				
My Inbox My Pending My Complete	ed				
Apply Edit	Reset				
Company Code	to	Document Date		Currency	
Vendor	to	Incoming Date		Gross invoice amount	
Name	to	Due Date		Channel ID	<b>•</b>
Reference	to	🖻 Document Id		Document Status	•
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Proc Bulk Act. Da WF H Ex Doc. Id Doc.			Gross amnt Doc. Date Posting Date Due Date 105.39 01/22/2019 01/23/2019 02/21/2019		Page 1 of 1 Invoice No. C00000670862
Proc Bulk Act. Da WF H Ex Doc. Id Doc.	Image: Constraint of the second sec	Vendor         Name 1         Reference         Crcy           307623         Omega Engineering, Inc         C00000670862         USD           307889         GRAYBAR         9308258745         USD		Omega Engineering, Inc.     PO Box 4047, Stamford, CT 06907-0047	
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Proc.         Bulk Act.         Da.         WF H         Ex.         Doc. Id         Doc           QAO         & & & & & & & & & & & & & & & & & & &	C         B         1110	307623         Omega Engineering, Inc         C00000670862         USD           307889         GRAYBAR         9308258745         USD           307506         HERMITAGE AUTOMAT.         00980534         USD           K1013.         KUKA Deutschland Gm.         39287872         EUR	105.39         01/22/2019         01/23/2019         02/21/2019           492.18         01/22/2019         01/23/2019         03/08/2019           422.95         01/21/2019         01/23/2019         03/07/2019           33.83         04/13/2018         01/22/2019         04/13/2018	Omega Engineering, Inc.           PO Box 4047, Stamford, CT 06907-0047           (203)359-1680         FAX(203)359-7700	Invoice No. C00000670862 TERMS NET 30 DAYS FROM DATE OF INVOICE PLEASE REMIT TO: Omega Engineering, Inc.
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PO Bax 647, 5amtrod, CT 0097 047           (20)369-1680         FAX;203)59-7700           www.omega.com         e-mail info@emega.com           Bill To:         SWISSLOG LOGISTICS           Attr: Accounts Payable         161 Enterprise Dr           161 Enterprise Dr         Nexport News VA 23003-1389           CUSTOMER NO.         OMEGA NO.           CUSTOMER NO.         OMEGA NO.</td><td>Invoice No. C00000670862 TERMS NET IS DAYS FROM DATE OF INVOICE PLEASE REMIT TO: Omega Engineering, Inc. 26904 Network Place, Chicago IL 60673-1269 Ship To: Ship To: Ship To: ORDER ENTRY NOVICE DATE 01/22/19 01/22/19 01/22/19 01/22/19</td></t<>	C         B         1110	307623         Omega Engineering, Inc         C00000670862         USD           307899         GRAYBAR         9308258745         USD           307506         HERMITAGE AUTOMAT.         00980534         USD           K1013.         KUKA Deutschland Gm.         39287872         EUR           307699         Engineered Products, L.         H164640001         USD           314450         Airline Hydraulics Corpo.         12246703         USD           307877         ELECTRICAL EQUIPME.         3709140-00         USD           307689         GRAYBAR         9308218394         USD           307689         DAIRY CONVEYOR CORP         0213673-IN         USD           312634         E&M Electric & Machine.         332130         USD           307566         ASPEN LTD         19-8803         USD           307566         ASPEN LTD         19-8798         USD           316365         McGrath RentCorp         1850372         USD	105.39         01/22/2019         01/23/2019         02/21/2019           492.18         01/22/2019         01/23/2019         03/08/2019           422.95         01/21/2019         01/23/2019         03/07/2019           33.83         04/13/2018         01/22/2019         04/13/2018           670.00         01/18/2019         01/21/2019         03/05/2019           9.32         01/19/2019         01/21/2019         03/04/2019           92.24         01/18/2019         01/23/2019         03/04/2019           97.22         01/16/2019         01/23/2019         03/04/2019           97.22         01/16/2019         01/23/2019         03/04/2019           97.22         01/16/2019         01/23/2019         03/04/2019           97.22         01/16/2019         01/23/2019         03/04/2019           97.22         01/16/2019         01/23/2019         02/15/2019           689.30         01/17/2019         01/23/2019         02/25/2019           1,154.46         01/11/2019         01/23/2019         03/01/2019           1,950.00         01/15/2019         01/23/2019         03/01/2019           127.30         01/13/2019         01/23/2019         02/12/2019	Omega Engineering, Inc.           PO Bax 647, 5amtrod, CT 0097 047           (20)369-1680         FAX;203)59-7700           www.omega.com         e-mail info@emega.com           Bill To:         SWISSLOG LOGISTICS           Attr: Accounts Payable         161 Enterprise Dr           161 Enterprise Dr         Nexport News VA 23003-1389           CUSTOMER NO.         OMEGA NO.           CUSTOMER NO.         OMEGA NO.	Invoice No. C00000670862 TERMS NET IS DAYS FROM DATE OF INVOICE PLEASE REMIT TO: Omega Engineering, Inc. 26904 Network Place, Chicago IL 60673-1269 Ship To: Ship To: Ship To: ORDER ENTRY NOVICE DATE 01/22/19 01/22/19 01/22/19 01/22/19
Bulk Act.         Da.         WF H.         Ex.         Doc. 1d         Doc.           CAO         Gr         Gr         Gr         145597           CAO         Gr         Gr         Gr         145534           CAO         Gr         Gr         Gr         145076           CAO         Gr         Gr         Gr         145076           CAO         Gr         Gr         Gr         145076           CAO         Gr         Gr         Gr         1450076           CAO         Gr         Gr         Gr         1450076           CAO         Gr         Gr         Gr         1450076           CAO         Gr         Gr         Gr         1450039           CAO         Gr         Gr         Gr         144802           CAO         Gr         Gr         Gr         144804           CAO         Gr         Gr         Gr         144100           CAO         Gr         Gr         Gr         143081           CAO         Gr         Gr         Gr         143081           CAO         Gr         Gr         Gr         143081           C	C       B       1110	307623         Omega Engineering, Inc         C00000670862         USD           307899         GRAYBAR         9308258745         USD           307506         HERMITAGE AUTOMAT         00980534         USD           \$007506         HERMITAGE AUTOMAT         00980534         USD           \$1013         KUKA Deutschland Gm         39287872         EUR           \$307699         Engineered Products, L         H164640001         USD           \$304450         Airline Hydraulics Corpo         12246703         USD           \$30787         ELECTRICAL EQUIPME         3790140-00         USD           \$307689         GRAYBAR         9308218394         USD           \$307678         DAIRY CONVEYOR CORP         0213673-IN         USD           \$313634         E&M Electric & Machine         332130         USD           \$307566         ASPEN LTD         19-8803         USD           \$307566         ASPEN LTD         19-8798         USD           \$316365         McGrath RentCorp         1850372         USD           \$307404         Autostore AS (was JAK	105.39         01/22/2019         01/23/2019         02/21/2019           492.18         01/22/2019         01/23/2019         03/08/2019           422.95         01/21/2019         01/23/2019         03/07/2019           33.83         04/13/2018         01/22/2019         04/13/2018           670.00         01/18/2019         01/21/2019         03/05/2019           9.32         01/19/2019         01/21/2019         03/05/2019           483.07         01/18/2019         01/23/2019         03/04/2019           92.24         01/18/2019         01/23/2019         03/04/2019           57.22         01/16/2019         01/23/2019         03/04/2019           57.22         01/16/2019         01/23/2019         03/04/2019           1,154.46         01/11/2019         01/23/2019         03/03/2019           1,154.46         01/11/2019         01/23/2019         03/01/2019           1,27.30         01/13/2019         01/23/2019         03/01/2019           127.30         01/13/2019         01/23/2019         02/12/2019           2,867.70         01/15/2019         01/15/2019         03/16/2019	Omega Engineering, Inc.           PO Bax 647, 5amtod, CT 0097047           (20)369-1680         FAX:(20)359-7700           www.omega.com         e-mail info@omega.com           Bill To:         SWISSLOG LOGISTICS           Attr: Accounts Payable         161 Enterprise Dr           Newport News VA 23803-1369         OMEGA NO.           CUSTOMER NO.         OMEGA NO.           C192872         SC00445797           CUSTOMER NO.         OMEGA NO.           C192872         SC00445797           CUSTOMER NO.         OMEGA NO.	Invoice No. C00000670862 TERME: NET 30 DAYS FROM DATE OF INVOICE PLEASE REMIT TO: Omega Engineering, Inc. 26904 Network Place, Chicago IL 60673-1269 Ship To: SWISSLOG LOGISTICS 5172 Kieman CI Ste B Salida, CA 95388-8904 ORDER ENTRY NVOICE DATE 0122/19 01/22/19
Bulk Act.         Da.         WF H.         Ex.         Doc. 1d         Doc.           CAO         Gr         Gr         Gr         145597           CAO         Gr         Gr         Gr         145534           CAO         Gr         Gr         Gr         145534           CAO         Gr         Gr         Gr         14507           CAO         Gr         Gr         Gr         14507           CAO         Gr         Gr         Gr         145076           CAO         Gr         Gr         Gr         145006           CAO         Gr         Gr         Gr         145003           CAO         Gr         Gr         Gr         144802           CAO         Gr         Gr         Gr         144804           CAO         Gr         Gr         Gr         144804           CAO         Gr         Gr         Gr         144804           CAO         Gr         Gr         Gr         144303           CAO         Gr         Gr         Gr         14303           CAO         Gr         Gr         Gr         14303           CAO	C       B       C       1110	307623         Omega Engineering, Inc         C00000670862         USD           307899         GRAYBAR         9308258745         USD           307506         HERMITAGE AUTOMAT.         00980534         USD           307699         Engineered Products, L.         H164640001         USD           314450         Airline Hydraulics Corpo.         12246703         USD           307877         ELECTRICAL EQUIPME.         3790140-00         USD           307689         GRAYBAR         9308218394         USD           307678         DAIRY CONVEYOR CORP         0213673-IN         USD           313634         E&M Electric & Machine.         332130         USD           307566         ASPEN LTD         19-8798         USD           316355         McGrath RentCorp         1850372         USD           307404         Autostore AS (was JAK.         CIN/129732         USD	105.39         01/22/2019         01/22/2019         02/21/2019           492.18         01/22/2019         01/23/2019         03/08/2019           422.95         01/21/2019         01/23/2019         03/07/2019           33.83         04/13/2018         01/22/2019         04/13/2018           670.00         01/18/2019         01/21/2019         03/07/2019           9.32         01/19/2019         01/21/2019         03/05/2019           483.07         01/18/2019         01/23/2019         03/04/2019           92.24         01/18/2019         01/23/2019         03/04/2019           57.22         01/16/2019         01/23/2019         03/03/2019           1,154.46         01/17/2019         01/23/2019         03/03/2019           1,950.00         01/15/2019         01/23/2019         03/01/2019           1,27.30         01/13/2019         01/23/2019         02/12/2019           2,867.70         01/15/2019         01/15/2019         03/16/2019           1,301.27         01/11/2019         01/23/2019         02/12/2019	Omega Engineering, Inc.           PO Bax 647, 5amtod, CT 0097047           (20)369-1680         FAX:(20)359-7700           www.omega.com         e-mail info@omega.com           Bill To:         SWISSLOG LOGISTICS           Attr: Accounts Payable         161 Enterprise Dr           Newport News VA 23803-1369         OMEGA NO.           CUSTOMER NO.         OMEGA NO.           C192872         SC00445797           CUSTOMER NO.         OMEGA NO.           C192872         SC00445797           CUSTOMER NO.         OMEGA NO.	Invoice No. C00000670862 TERME NET 30 DAYS FROM DATE OF INVOICE PLEASE REMIT TO: Oring a Engineering, Inc. 26904 Network Place, Chicago IL 60673-1269 Ship To: SWISSLOG LOGISTICS ST27 Kieman Cl Size B Salida,CA 95388-8904 ORDER ENTRY <u>NVOICE DATE</u> 0122/19 <u>01/22/19</u> <u>BRUER</u> BUYER 5127 Kieman State Sign Prome: 757 527 4035
Bulk Act. Da.         WF H.         Ex.         Doc. 1d         Doc.           QAO         Gr         Gr         Gr         145597           QAO         Gr         Gr         Gr         145597           QAO         Gr         Gr         Gr         145534           QAO         Gr         Gr         Gr         145417           QAO         Gr         Gr         Gr         145407           QAO         Gr         Gr         Gr         145076           QAO         Gr         Gr         Gr         145076           QAO         Gr         Gr         Gr         145076           QAO         Gr         Gr         Gr         145039           QAO         Gr         Gr         Gr         144802           QAO         Gr         Gr         Gr         144805           QAO         Gr         Gr         Gr         144804           QAO         Gr         Gr         Gr         144805           QAO         Gr         Gr         Gr         143281           QAO         Gr         Gr         Gr         143281           QAO         G	C       #       1110	307623         Omega Engineering, Inc         C00000670862         USD           307889         GRAYBAR         9308258745         USD           307506         HERMITAGE AUTOMAT.         00980534         USD           307609         Engineerad Products, L.         10980534         USD           307699         Engineered Products, L.         H164640001         USD           314450         Arline Hydraulics Corpo.         12246703         USD           307889         GRAYBAR         9308218394         USD           307678         DAIRY CONVEYOR CORP         0213673-IN         USD           307666         ASPEN LTD         19-8803         USD           307566         ASPEN LTD         19-8798         USD           306355         McGrath RentCorp         1850372         USD           307537         DYNATECT MANUFACT         5025039         USD           307537         GRAYBAR         9308101201         USD	105.39         01/22/2019         01/23/2019         02/21/2019           492.18         01/22/2019         01/23/2019         03/08/2019           422.95         01/21/2019         01/23/2019         03/07/2019           3.83         04/13/2018         01/22/2019         04/13/2018           670.00         01/18/2019         01/21/2019         03/07/2019           9.32         01/19/2019         01/21/2019         03/05/2019           483.07         01/18/2019         01/23/2019         03/04/2019           92.24         01/18/2019         01/23/2019         03/04/2019           57.22         01/16/2019         01/23/2019         03/04/2019           57.22         01/16/2019         01/23/2019         03/03/2019           1,154.46         01/11/2019         01/23/2019         02/25/2019           1,590.00         01/15/2019         01/23/2019         02/12/2019           2,867.70         01/15/2019         01/12/2019         02/12/2019           2,867.70         01/15/2019         01/15/2019         02/12/2019           1,301.27         01/11/2019         01/23/2019         02/25/2019           26.34         01/11/2019         01/22/2019         02/25/2019	Omega Engineering, Inc.           PO Bax 6447, Samtrad, CT 0097047           (20)369-1680         FAX:(20)359-7700           www.omega.com         e-mail infr@jemega.com           Bill To:         SWISSLOG LOGISTICS           Aft:: Accounts Payable         161 Enterprise Dr           Newport News VA 23003-1369         CUSTOMER NO.           CUSTOMER NO.         OMEGA NO.           CUSTOMER NO.         OMEGA NO.           CUSTOMER PO.         TAX           4500138817         Y           ENERED SHEPPED BACKORD         CANDERSCH           TENNO.         OBERED SHEPPED BACKORD           1         1         0	Invoice No. C00000670862 TERME NET 30 DAYS FROM DATE OF INVOICE PLEASE REMIT TO: Omega Engineering, Inc. 26904 Network Place, Chicago IL 60673-1269 Ship To: SWISSLOG LOGISTICS 5172 Kieman Ct Ste B Salida, CA 95388-8904 ORDER ENTRY 0122/19 02 02 02 02 02 02 02 02 02 02
Bulk Act. Da.         WF H.         Ex.         Doc. 1d         Doc.           OAO         Gr         Gr         Gr         145597           OAO         Gr         Gr         Gr         145534           OAO         Gr         Gr         Gr         145534           OAO         Gr         Gr         Gr         145417           OAO         Gr         Gr         Gr         145407           OAO         Gr         Gr         Gr         145007           OAO         Gr         Gr         Gr         145007           OAO         Gr         Gr         Gr         145003           OAO         Gr         Gr         Gr         144802           OAO         Gr         Gr         Gr         144805           OAO         Gr         Gr         Gr         144805           OAO         Gr         Gr         Gr         144805           OAO         Gr         Gr         Gr         144803           OAO         Gr         Gr         Gr         144803           OAO         Gr         Gr         Gr         144803           OAO         G	C       #       1110	307523         Omega Engineering, Inc         C00000670862         USD           307889         GRAYBAR         9308258745         USD           307506         HERMITAGE AUTOMAT.         00980534         USD           307699         Engineered Products, L.         H164640001         USD           314450         Airline Hydraulics Corpo.         12246703         USD           307889         GRAYBAR         9308218394         USD           308785         ELECTRICAL EQUIPME.         3790140-00         USD           307568         DAIRY CONVEYOR CORP         0213673-IN         USD           307566         ASPEN LTD         19-8803         USD           307566         ASPEN LTD         19-8803         USD           307566         ASPEN LTD         19-8803         USD           307566         ASPEN LTD         19-8708         USD           307567         DUGGath RentCorp         1850372         USD           307567         DYNATECT MANUFACT         5025039         USD           307567         GRAYBAR         9308101201         USD           307567         GRAYBAR         9308101201         USD           307404         Autostore AS (was JAK.	105.39         01/22/2019         01/23/2019         02/21/2019           492.18         01/22/2019         01/23/2019         03/08/2019           422.95         01/21/2019         01/23/2019         03/07/2019           33.83         04/13/2018         01/22/2019         04/13/2018           670.00         01/18/2019         01/21/2019         03/07/2019           9.32         01/18/2019         01/21/2019         03/05/2019           483.07         01/18/2019         01/23/2019         03/04/2019           92.24         01/18/2019         01/23/2019         03/04/2019           57.22         01/16/2019         01/23/2019         03/04/2019           57.22         01/16/2019         01/23/2019         03/01/2019           1,154.46         01/11/2019         01/23/2019         03/01/2019           1,250.00         01/15/2019         01/23/2019         03/01/2019           1,27.30         01/13/2019         01/23/2019         03/01/2019           1,301.27         01/11/2019         01/23/2019         03/01/2019           1,301.27         01/11/2019         01/23/2019         02/25/2019           26.34         01/11/2019         01/23/2019         02/25/2019	Omega Engineering, Inc.           PO Bas 64/7, Samtrad, CT 009/047           (20)359-1600         FAX;200359-7700           www.omega.com         FAX;200359-7700           www.omega.com         email info@emega.com           Bill To:         SWISSLOG LOGISTICS           Aft: Accounts Payable         101           101         Energies Or           Vexport News VA 23603-1369         CUSTOMER NO.           CUSTOMER NO.         OMEGA NO.           CUSTOMER NO.         CONCTANES LISMN           CUSTOMER PO.         TAX.           450013817         Y           EXX         INCOTENTAS           Motional States         CALLOR NO.           CUSTOMER NO.         CAX.           CUSTOMER NO.         CAX.           Motional States         SLSMN           450013817         Y           EXX         IPDF           ITEM NO.         CORDERED           SHEPED         EAACORD           CALLOG NO. AND DESCRE         SHEPED	Invoice No. C00000670862 TERME NET 30 DAYS FROM DATE OF INVOICE PLEASE REMIT TO: Omega Engineering, Inc. 26904 Network Place, Chicago IL 60673-1269 Ship To: SWISSLOG LOGISTICS 5172 Kieman Ct Ste B Salida, CA 95388-8904 ORDER ENTRY 0122/19 02 02 02 02 02 02 02 02 02 02
Bulk Act. Da.         WF H.         Ex.         Doc. 1d         Doc.           QAO         Gr         Gr         Gr         145597           QAO         Gr         Gr         Gr         145597           QAO         Gr         Gr         Gr         145534           QAO         Gr         Gr         Gr         145534           QAO         Gr         Gr         Gr         145417           QAO         Gr         Gr         Gr         145007           QAO         Gr         Gr         Gr         145003           QAO         Gr         Gr         Gr         145039           QAO         Gr         Gr         Gr         144805           QAO         Gr         Gr         Gr         144805           QAO         Gr         Gr         Gr         144804           QAO         Gr         Gr         Gr         144804           QAO         Gr         Gr         Gr         144803           QAO         Gr         Gr         Gr         144804           QAO         Gr         Gr         Gr         144803           QAO         G	C         B         1110	307523         Omega Engineering, Inc         C00000670862         USD           307889         GRAYBAR         9308258745         USD           307506         HERMITAGE AUTOMAT.         00980534         USD           307699         Engineered Products, L.         H164640001         USD           314450         Airine Hydraulics Corpo.         12246703         USD           307898         GRAYBAR         9308218394         USD           307699         EncECTRICAL EQUIPME.         3790140-00         USD           307589         GRAYBAR         9308218394         USD           307678         DAIRY CONVEYOR CORP         0213673-IN         USD           313634         E&M Electric & Machine.         332130         USD           307566         ASPEN LTD         19-8803         USD           307566         ASPEN LTD         19-8798         USD           307566         ASPEN LTD         19-8798         USD           307567         DYNATECT MANUFACT         5025039         USD           307567         DYNATECT MANUFACT         5025039         USD           307589         GRAYBAR         9308101201         USD           307580         GRAYBAR         <	105.39         01/22/2019         01/22/2019         02/21/2019           492.18         01/22/2019         01/23/2019         03/08/2019           422.95         01/21/2019         01/23/2019         03/07/2019           33.83         04/13/2018         01/22/2019         04/13/2018           670.00         01/18/2019         01/21/2019         03/19/2019           9.32         01/19/2019         01/21/2019         03/05/2019           483.07         01/18/2019         01/23/2019         03/04/2019           92.24         01/18/2019         01/23/2019         03/04/2019           57.22         01/16/2019         01/23/2019         03/03/2019           1,154.46         01/11/2019         01/23/2019         03/01/2019           1,950.00         01/15/2019         01/23/2019         03/01/2019           1,743.00         01/15/2019         01/23/2019         03/01/2019           1,301.27         01/15/2019         01/15/2019         03/16/2019           1,301.27         01/11/2019         01/23/2019         02/25/2019           26.34         01/11/2019         01/23/2019         02/25/2019           1,749.06         01/11/2019         01/23/2019         02/10/2019 <t< td=""><td>Omega Engineering, Inc.           PO Bas 64/7, Samtrad, CT 0897 0407           (20)369-1600         FAX:200369-7700           www.omega.com         FAX:200369-7700           www.omega.com         email info@emega.com           Bill To:         SWISSLOG LOGISTICS           Aft:: Accounts Payable         116           161 Enterprise Dr         Newport News VA 23803-1389           CUSTOMER NO.         OMEGA NO.           CUSTOMER NO.         TAX. INCOL PENAS SLSMN           CUSTOMER NO.         TAX.           CUSTOMER NO.         CATALOG NO. AND DESCR           1         1         0           USB CONFIGURATION FOR TOX         USB CONFIGURATOR FOR TOX</td><td>Invoice No. C00000670862 TERME NET 30 DAYS FROM DATE OF INVOICE PLEASE REMIT TO: Omega Engineering, Inc. 26904 Network Place, Chicago IL 60673-1269 Ship To: SWISSLOG LOGISTICS 5172 Kieman Ct Ste B Salida, CA 95388-8904 ORDER ENTRY 0122/19 02 02 02 02 02 02 02 02 02 02</td></t<>	Omega Engineering, Inc.           PO Bas 64/7, Samtrad, CT 0897 0407           (20)369-1600         FAX:200369-7700           www.omega.com         FAX:200369-7700           www.omega.com         email info@emega.com           Bill To:         SWISSLOG LOGISTICS           Aft:: Accounts Payable         116           161 Enterprise Dr         Newport News VA 23803-1389           CUSTOMER NO.         OMEGA NO.           CUSTOMER NO.         TAX. INCOL PENAS SLSMN           CUSTOMER NO.         TAX.           CUSTOMER NO.         CATALOG NO. AND DESCR           1         1         0           USB CONFIGURATION FOR TOX         USB CONFIGURATOR FOR TOX	Invoice No. C00000670862 TERME NET 30 DAYS FROM DATE OF INVOICE PLEASE REMIT TO: Omega Engineering, Inc. 26904 Network Place, Chicago IL 60673-1269 Ship To: SWISSLOG LOGISTICS 5172 Kieman Ct Ste B Salida, CA 95388-8904 ORDER ENTRY 0122/19 02 02 02 02 02 02 02 02 02 02
Bulk Act.         Da.         WF H         Ex.         Doc. 1d         Doc.           QAO         Gr         Gr         Gr         Gr         145597           QAO         Gr         Gr         Gr         Gr         145597           QAO         Gr         Gr         Gr         Gr         145534           QAO         Gr         Gr         Gr         Gr         145417           QAO         Gr         Gr         Gr         Gr         145407           QAO         Gr         Gr         Gr         145007           QAO         Gr         Gr         Gr         145008           QAO         Gr         Gr         Gr         144802           QAO         Gr         Gr         Gr         144805           QAO         Gr         Gr         Gr         144804           QAO         Gr         Gr         Gr         144803           QAO         Gr         Gr         Gr         144803           QAO         Gr         Gr         Gr         144803           QAO         Gr         Gr         Gr         143010           QAO         Gr <td>C         B         1110           C         B         1110</td> <td>307623         Omega Engineering, Inc         C00000670862         USD           307889         GRAYBAR         9308258745         USD           307506         HERMITAGE AUTOMAT.         00980534         USD           307699         Engineered Products, L         H164640001         USD           314450         Airine Hydraulics Corpo.         12246703         USD           307898         GRAYBAR         9308218394         USD           308787         ELECTRICAL EQUIPME.         3790140-00         USD           307508         DAIRY CONVEYOR CORP         0213673-IN         USD           307566         ASPEN LTD         19-8803         USD           307566         ASPEN LTD         19-8803         USD           307566         ASPEN LTD         19-8798         USD           307566         ASPEN LTD         19-8798         USD           307566         ASPEN LTD         19-8793         USD           307577         DYNATECT MANUFACT.         5025039         USD           307578         GRAYBAR         9308101201         USD           307589         GRAYBAR         9308101201         USD           307599         ACLA USA         045518</td> <td>105.39         01/22/2019         01/23/2019         02/21/2019           492.18         01/22/2019         01/23/2019         03/08/2019           422.95         01/21/2019         01/23/2019         03/07/2019           33.83         04/13/2018         01/22/2019         04/13/2018           670.00         01/18/2019         01/21/2019         03/05/2019           9.32         01/19/2019         01/21/2019         03/05/2019           483.07         01/18/2019         01/23/2019         03/04/2019           9.22         01/18/2019         01/23/2019         03/04/2019           57.22         01/16/2019         01/23/2019         03/03/2019           1,154.46         01/11/2019         01/23/2019         03/01/2019           1,950.00         01/15/2019         01/23/2019         02/12/2019           2,867.70         01/15/2019         01/23/2019         02/12/2019           1,301.27         01/11/2019         01/23/2019         02/25/2019           1,749.06         01/11/2019         01/23/2019         02/25/2019           1,749.06         01/11/2019         01/23/2019         02/10/2019           6,778.56         01/10/2019         01/23/2019         02/10/2019</td> <td>Omega Engineering, Inc.           PO Bas 64/7, Samtrad, CT 0897 0407           (20)369-1600         FAX:200369-7700           www.omega.com         FAX:200369-7700           www.omega.com         email info@emega.com           Bill To:         SWISSLOG LOGISTICS           Aft:: Accounts Payable         116           161 Enterprise Dr         Newport News VA 23803-1389           CUSTOMER NO.         OMEGA NO.           CUSTOMER NO.         TAX. INCOL PENAS SLSMN           CUSTOMER NO.         TAX.           CUSTOMER NO.         CATALOG NO. AND DESCR           1         1         0           USB CONFIGURATION FOR TOX         USB CONFIGURATOR FOR TOX</td> <td>Invoice No. C00000670862 TERME NET 30 DAYS FROM DATE OF INVOICE PLEASE REMIT TO: Omega Engineering, Inc. 26904 Network Place, Chicago IL 60673-1269 Ship To: SWISSLOG LOGISTICS 5172 Kieman Ct Ste B Salida, CA 95388-8904 ORDER ENTRY 0122/19 02 02 02 02 02 02 02 02 02 02</td>	C         B         1110	307623         Omega Engineering, Inc         C00000670862         USD           307889         GRAYBAR         9308258745         USD           307506         HERMITAGE AUTOMAT.         00980534         USD           307699         Engineered Products, L         H164640001         USD           314450         Airine Hydraulics Corpo.         12246703         USD           307898         GRAYBAR         9308218394         USD           308787         ELECTRICAL EQUIPME.         3790140-00         USD           307508         DAIRY CONVEYOR CORP         0213673-IN         USD           307566         ASPEN LTD         19-8803         USD           307566         ASPEN LTD         19-8803         USD           307566         ASPEN LTD         19-8798         USD           307566         ASPEN LTD         19-8798         USD           307566         ASPEN LTD         19-8793         USD           307577         DYNATECT MANUFACT.         5025039         USD           307578         GRAYBAR         9308101201         USD           307589         GRAYBAR         9308101201         USD           307599         ACLA USA         045518	105.39         01/22/2019         01/23/2019         02/21/2019           492.18         01/22/2019         01/23/2019         03/08/2019           422.95         01/21/2019         01/23/2019         03/07/2019           33.83         04/13/2018         01/22/2019         04/13/2018           670.00         01/18/2019         01/21/2019         03/05/2019           9.32         01/19/2019         01/21/2019         03/05/2019           483.07         01/18/2019         01/23/2019         03/04/2019           9.22         01/18/2019         01/23/2019         03/04/2019           57.22         01/16/2019         01/23/2019         03/03/2019           1,154.46         01/11/2019         01/23/2019         03/01/2019           1,950.00         01/15/2019         01/23/2019         02/12/2019           2,867.70         01/15/2019         01/23/2019         02/12/2019           1,301.27         01/11/2019         01/23/2019         02/25/2019           1,749.06         01/11/2019         01/23/2019         02/25/2019           1,749.06         01/11/2019         01/23/2019         02/10/2019           6,778.56         01/10/2019         01/23/2019         02/10/2019	Omega Engineering, Inc.           PO Bas 64/7, Samtrad, CT 0897 0407           (20)369-1600         FAX:200369-7700           www.omega.com         FAX:200369-7700           www.omega.com         email info@emega.com           Bill To:         SWISSLOG LOGISTICS           Aft:: Accounts Payable         116           161 Enterprise Dr         Newport News VA 23803-1389           CUSTOMER NO.         OMEGA NO.           CUSTOMER NO.         TAX. INCOL PENAS SLSMN           CUSTOMER NO.         TAX.           CUSTOMER NO.         CATALOG NO. AND DESCR           1         1         0           USB CONFIGURATION FOR TOX         USB CONFIGURATOR FOR TOX	Invoice No. C00000670862 TERME NET 30 DAYS FROM DATE OF INVOICE PLEASE REMIT TO: Omega Engineering, Inc. 26904 Network Place, Chicago IL 60673-1269 Ship To: SWISSLOG LOGISTICS 5172 Kieman Ct Ste B Salida, CA 95388-8904 ORDER ENTRY 0122/19 02 02 02 02 02 02 02 02 02 02
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PO Bas 64/7, Samtrad, CT 0897 0407           (20)369-1600         FAX:200369-7700           www.omega.com         FAX:200369-7700           www.omega.com         email info@emega.com           Bill To:         SWISSLOG LOGISTICS           Aft:: Accounts Payable         116           161 Enterprise Dr         Newport News VA 23803-1389           CUSTOMER NO.         OMEGA NO.           CUSTOMER NO.         TAX. INCOL PENAS SLSMN           CUSTOMER NO.         TAX.           CUSTOMER NO.         CATALOG NO. AND DESCR           1         1         0           USB CONFIGURATION FOR TOX         USB CONFIGURATOR FOR TOX</td><td>Invoice No. C00000670862 TERME NET 30 DAYS FROM DATE OF INVOICE PLEASE REMIT TO: Omega Engineering, Inc. 26904 Network Place, Chicago IL 60673-1269 Ship To: SWISSLOG LOGISTICS 5172 Kieman Ct Ste B Salida, CA 95388-8904 ORDER ENTRY 0122/19 02 02 02 02 02 02 02 02 02 02</td></t<>	Omega Engineering, Inc.           PO Bas 64/7, Samtrad, CT 0897 0407           (20)369-1600         FAX:200369-7700           www.omega.com         FAX:200369-7700           www.omega.com         email info@emega.com           Bill To:         SWISSLOG LOGISTICS           Aft:: Accounts Payable         116           161 Enterprise Dr         Newport News VA 23803-1389           CUSTOMER NO.         OMEGA NO.           CUSTOMER NO.         TAX. INCOL PENAS SLSMN           CUSTOMER NO.         TAX.           CUSTOMER NO.         CATALOG NO. AND DESCR           1         1         0           USB CONFIGURATION FOR TOX         USB CONFIGURATOR FOR TOX	Invoice No. C00000670862 TERME NET 30 DAYS FROM DATE OF INVOICE PLEASE REMIT TO: Omega Engineering, Inc. 26904 Network Place, Chicago IL 60673-1269 Ship To: SWISSLOG LOGISTICS 5172 Kieman Ct Ste B Salida, CA 95388-8904 ORDER ENTRY 0122/19 02 02 02 02 02 02 02 02 02 02

### THE VIM WORKPLACE FEATURES

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CAC A 43781 S B 1110 316365 McGrath RentCorp	1850372 USD 127.30 01/13/2019 01/23/	2019 02/12/2019 C192872	SC00445797	01/22/19 01/22/19
CAC Sec. 4307404 Autostore AS (was		4500129917	Y EXW PDF	CARRIER BUYER UP2D Prepay & Add steve singh Phone: 757 527 4035
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1 – Vendor Number	2 – Vendor Name			
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		ALL CLAIMS FOR FIRINGS OR	SHORTAGES MUST BE MADE WITHIN 10 DAYS AFTER REC	CEPTOF GOODS, NO GOODS TO BE SUB TO TAL 74.55
5 – Invoice Date	6 – Invoice Image	RETURNED WITHOUT WRITTEN	AUT HORIZED OMEGA AR RETURN NUMBER.	
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#### THE VIM WORKPLACE FEATURES CONT'D

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#### THE VIM WORKPLACE – IMAGE DISPLAY



#### VIM Workplace – Personal View

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#### OPEN TEXT Vendor Invoice Management<sup>™</sup> for SAP\* Solutions

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	<u> </u>			<u>145534</u> 145417		_	1110			889 GRAYBAR			492.18 01/22/2019				(2	O Box 4047, S 203 359-1660	FAX	(203)359-7			TERMS: NE	T 30 DAYS FROM	DATE OF INVOICE
	<u> </u>					_	1110			506 HERMITAGE AUTOMAT		USD	422.95 01/21/2019				~	ww.omega.co	m e-mail:	nfo@omeg	a.com			LEASE REM	
	<u> </u>				-	_	1110			13 KUKA Deutschland Gm		EUR USD	33.83 04/13/2018									26	Om 904 Networ	ega Enginee k Place, Chi	ring, Inc. cago IL 60673
	<u> </u>		_	145076 145068		_	4			699 Engineered Products, L		USD	670.00 01/18/2019												
)	<u> </u>		_		_	_	1110			450 Airline Hydraulics Corpo		USD	9.32 01/19/2019				Bill 1	To:				Ship T	01		
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	<u> </u>		_		_	_	1110			566 ASPEN LTD	19-8798	USD	1,950.00 01/15/2019				CI	USTOMER N	0.		OMEGA NO.	ORDER ENTRY	,	INVOICE	DATE
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0	<u> </u>		_				1110			404 Autostore AS (was JAK		USD	2,867.70 01/15/2019					500138817	Y		W PDF	UP2D Prepay & Add	steve sir	ingh Phone: 757	527 4035
	<u> </u>		_		_	_	1110			537 DYNATECT MANUFACT		USD	1,301.27 01/11/2019		02/25/2019		ITEM NO.	ORDERED S	HIPPED BAC	KORD	CATALOG NO. A	ND DESCRIPTION			TOTAL AMOUNT
	<u> </u>		_	143010 143000			1110			889 GRAYBAR	9308101201		26.34 01/11/2019				1	1	1		B-CONFIG-TH		EA	74.6500	74.65
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	<u> </u>			138018 137017	9		1110			585 ARESTANT, S.A. AKA			293,621 12/18/2018												
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		Se 2	<u> </u>	<u>▶ 102180</u>	$\odot$		1110		K1	13 KUKA Deulschland Gmb	H 39302620	EUR	713.84 07/02/2018	0//26/2018	0//02/2018		1 1								



#### THE VIM WORKPLACE LINE ITEM & HISTORY DISPLAY

🛃 Image	💽 Line I	Item	s 🧝	History 🔜 🛃 Co	ommer	nts 🔒	Acti	ual Ag	ients						
Line Items															
Doc. Id	Doc. Item	D/C	Material	Purch.Doc.	Item	Quantity	OUn	OPU	Net Price	Amount	Text	Tax	tax Code	Tax Jur.	Tax
136635	1	S		4500110524	10	0.288	AU	PC	67,600.00	19,468.80		0.00	10	0509921101	C
136635	2	S		4500110524	20	1	AU	PC	7,293.00	7,293.00		0.00	I0	0509921101	C

LINE ITEM VIEW ALLOWS THE USER TO SEE AT A GLANCE HOW THE EXPENSE IS BEING CHARGED

	t Activity	Status	Process Type	Document Status	Actual Role	Actual Agent
63	Refer for Information	<ul> <li>Image: A start of the start of</li></ul>	Invalid Currency (PO)		ZPO_BUYER	Daniel Tinkler
63	Refer to PO Invoice Buyer	<ul> <li>Image: A start of the start of</li></ul>	Invalid Currency (PO)		ZPO_APPROC	Katherine Donovan
	Workflow Start	<ul> <li>Image: A start of the start of</li></ul>	Invalid Currency (PO)			JOBUSER
	Update status	<ul> <li>Image: A second s</li></ul>		Validation Complete		Jennifer Chappell
	OCR Validation	<ul> <li>Image: A second s</li></ul>		Sent for Validation		Jennifer Chappell
	DP Trigger	<b>~</b>		Ready for Validation		JOBUSER
	Update status	<ul> <li>Image: A second s</li></ul>		Extraction Completed		XOTX_REC
	OCR Extraction	<ul> <li>Image: A second s</li></ul>		Sent to OCR		XOTX_REC
	IDH Trigger	<ul> <li>Image: A second s</li></ul>		Sending data to ICC Dispatcher		JOBUSER
	Early Archiving	<ul> <li>Image: A second s</li></ul>		Scanned		JOBUSER
	IDH Trigger	<ul> <li>Image: A second s</li></ul>		Processing Archiving		JOBUSER
	IDH Trigger	<ul> <li>Image: A start of the start of</li></ul>		Document Registered		SAP Mailer
•						

E Line Theme III Links III Commonts III a Articul Arcente

HISTORY VIEW ALLOWS THE USER TO SEE AT A GLANCE THE CURRENT AND PREVIOUS TRANSACTION STATUS; AS WELL AS AGENTS WHO HAVE WORKED THE ITEM AND ANY NOTES THEY HAVE ADDED



#### THE VIM WORKPLACE COMMENTS & ACTUAL AGENT DISPLAY

🙉 Line Items Comments Se Actual Agents History Mage Image B **Display Previous Comments** \*\*\*\*\*\*\* Changed By : D4TINKD Changed On :01/21/2019 21:59:07 This should go against line item 1 of the PO. Changed By :D4DONOK Changed On :12/14/2018 17:31:43 please determine which PO line to post to

# THE COMMENTS TAB SHOWS ALL HISTORICAL COMMENTS ADDED DURING PROCESSING

\*\*NOTE: IF ANY COMMENTS HAVE BEEN ADDED AND THE ITEM HAS NOT MOVED FROM ONE STATUS TO ANOTHER OR FROM ONE USER TO ANOTHER THE COMMENTS WILL NOT APPEAR HERE. THE COMMENTS WOULD APPEAR ON THE WORKPLACE SCREEN INDICATED BY A GREEN COMMENTS ICON.

#### 3) 🚔 🖬 🏠 🏹 I 🖾 🧏 🧏 I 🖨 🖓 I 🔂 I Show: 5

1y In	box (	(33 H	lits)
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Proc	Bulk Act.	Da	WF H	Ex	Doc. Id	Doc	Re	Im	Co	CoCode	DocumentNo 1
040		ଟ୍ୟ	B	æ	<u>145597</u>		Ø		Þ	1110	
040		66	2	æ	<u>145534</u>		Ø	2	Þ	1110	
040		68	2	æ	<u>145417</u>		$\bigcirc$	2	P	1110	
040		660	2	æ	<u>145407</u>		P		•	1110	

📧 Image 🔄 Line Items 🕼 History 🔜 Comments 🔐 Altual Agents									
	10 <b>1</b> 1			Disp lay	Actual A	gents			
Actual Agents	Actual Agents								
Curr.Agent First name	Last name De	epartment	E-Mail Address		Tel.no.	Work item text	Doc. Item		
D4CHAPJ1 Jennifer	Chappell Ac	ccounting j	jennifer.chappell@	swisslog.com		Process Document 000000136635			

#### THE ACTUAL AGENTS TAB DISPLAYS WHICH USER CURRENTLY HAS THE ITEM IN THEIR WORKFLOW

### THE VIM WORKPLACE FEATURES CONT'D



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THE EXECUTION OR CLOCK ICON WILL OPEN THE TRANSACTION FOR PROCESSING OR APPROVAL

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# THE DASHBOARD OR EYEGLASS ICON DISPLAYS A TRANSACTION SNAPSHOT AND QUICK ACCESS TO THE PURCHASE ORDER DETAIL

## AGENT ROLE: ZINF\_PROVIDER [INFORMATION PROVIDER]



Member of the KUKA Group

IN THE INFORMATION PROVIDER ROLE ADDITIONAL CLARIFICATION IS REQUIRED BEFORE THE ITEM CAN BE PROCESSED. <sup>1</sup>PLEASE REVIEW THE HISTORICAL COMMENTS BY SELECTING THE COMMENS TAB ABOVE THE IMAGE. <sup>2</sup>THEN SELECT "OPEN COMMENTS" TO PROVIDE THE REQUESTED INFORMATION. <sup>3</sup>ONCE COMPLETE – REFER THE ITEM BACK TO THE AP PROCESSOR FOR UPDATE AND CONTINUED PROCESSING.

Process PO	Process PO Processing - Global (Exp) - 000000138018										
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OPENTEXT Vendor Invoi	2 ice Management <sup>™</sup> for tAP* Solutions										
Process Options for: Informatio	n Provider					🖪 Image 🖉 History 戻	or Comments				
Refer	er for Information er to PO Invoice AP Processor er to PO Invoice Buyer	ZINF PR ZPO AP ZPO BU	PROC				1		$\Theta \oplus   \end{pmatrix}$	-	
	o" option can be used if the cu			detail.		INVOICE					torage Solutions
	Y (PO)		s not the PO owner			ARESTANT, S.A. Pol. Ind. Montes de Cierzo Ctr.N-232, Km.88 31500 Tudela (Navarra) SP Tel. +34 048 844480/Fax. + N.I.F. ESA48404088 (Merchandise expedition and	34 948 844420		SWISSLOG LOGI WAREHOUSE & I 161 Enterprise Dri Newport News 23603 US - Estados Unic	STICS DISTRIBUTIO ve	RACKING DIVISION
Vendor Number Vendor Name	307585 Display Vendor ARESTANT, S.A. AKA AR Storage	Part. Bank Type Bank name	IBAN XXX			Please,send documents to Parque Tecnológico de Zam Edificio 105-1 A					
Name 2	ARESTANT, S.A. ANA AR SLOTage	Bank Account	2210514218			48170 Zamudio(Vizcaya) SP TEL. +34 94 4317941/Fax. +				NIF:	
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Street / House No Postl Code / City	Parque Tec. Zamudio edif. 105-1A 48170 Zamudio	Reference Country / R PO Box	Region ES 48 Group			INVOICE FVAR3/1803815	DATE 18/12/2018	YOUR/REF. NEBRASKA 4500061226	ORDER PVAR3/1603127	CLIENT 4313020	PAYMENT TERMS Bank Transfer 60 Days
Recipient Data						10% OF THE CONTE N° PO 4500061226		SHALL BE DUE AT FINA	L ACCEPTANCE CEF	TIFICATE	
Company Code Street / House No Postl Code / City	1110     Swisslog Logistics       Enterprise     Drive       23603     Newport News	161 Country / R PO Box	tegion US VA	##				MATERIALS INSTALLATION		183.449,2 <u>86.249,7</u> 269.699,0	4 EUR
Invoice Data	· · ·					10% OF THE CHAN	GE ORDERS 7			16.244,7 - <u>7.677,5</u>	
Trans./event	Invoice 🔹									23.922,3	0 EUR
Reference Number	FVAR3/1803815	Document Date	12/18/2018			BANCO : BSCH					
Auto-Calculate Tax		Supply Date	12/18/2018			IBAN: ES14 0049 18 SWIFT: BSCHESMM		1 4218			
Gross Amount	293,621.30 EUR	Balance	0.00 IO Tax Rate 0.000								
Tax Amount Unpl. del. csts	0.00	Tax Code	IO Tax Rate 0.000								
Freight Amount	0.00										
PO Number	4500061226	DN List PO List		*					BASI	E IMPONIBLE	293.621,30

## AGENT ROLE: ZPO\_BUYER [PO BUYER]



IN THE BUYER ROLE ADDITIONAL ACTION IS REQUIRED BEFORE THE ITEM CAN BE PROCESSED *(I.E. CHANGE ORDER SUBMISSION, UNIT PRICE CHANGES)*. <sup>1</sup>PLEASE REVIEW THE HISTORICAL COMMENTS BY SELECTING THE COMMENS TAB ABOVE THE IMAGE. <sup>2</sup>THEN SELECT "OPEN COMMENTS" TO PROVIDE THE REQUESTED INFORMATION. <sup>3</sup>ONCE ACTION IS COMPLETE – REFER THE ITEM BACK TO THE AP PROCESSOR FOR UPDATE AND CONTINUED PROCESSING.

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	fer to PO Invoice AP Pro	ocessor		ZPO AP						<b>–</b> –	· 1				U
	fer to PO Invoice Buver			ZPO BU											
The "Refer for Info"	" option can be	e used if the curre	ent user car	not prov	ide the cla	rifying de	etail.							-	
The "Refer to Buye	r" option is use	ed only when the	current use	er is not t	he PO own	er									
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Vendor Data	y (PO)								31500 1	Tudela (Navarra) SP 4 948 844480/Fax. +3			WAREHOUSE & 161 Enterprise Dr	DISTRIBUTIO	N SOLUTION
Vendor Number	307585	Display Vendor	Part. Bank Typ	)e	IBAN				N.I.F. E	ESA48404958			Newport News 23603		
Vendor Name	ARESTANT, S.A. AK		Bank name		XXX					andise expedition and			US - Estados Unio	dos	
Name 2			Bank Account		2210514218				Parque	e Tecnológico de Zam					
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			Reference						TEL. +3	34 94 4317941/Fax. +	34 94 4317838			NIF:	
Street / House No	· · · · · · · · · · · · · · · · · · ·	nudio edif. 105-1A		Country / R	Region		48	:		INVOICE	DATE	YOUR/REF.	ORDER	CLIENT	PAYMENT TERMS
Postl Code / City	48170 Zamu	Jdio		PO Box		Group		:	FV	/AR3/1803815	18/12/2018	YOUR/REF. NEBRASKA 4500061226	PVAR3/1603127	4313020	Bank Transfer 60 Days
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Unpl. del. csts															
Freight Amount															
			DN List												
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## AGENT ROLE: ZPO/ZPNO\_REQUISTIONER [PO / NONPO REQUESTOR]



Member of the KUKA Group

IN THE REQUISTIONER ROLE ADDITIONAL CLARIFICATION OR ACTION IS REQUIRED BEFORE THE ITEM CAN BE PROCESSED *(I.E. MISSING PO DETAIL; DUPLICATE BILLING)*. <sup>1</sup>PLEASE REVIEW THE HISTORICAL COMMENTS BY SELECTING THE COMMENS TAB ABOVE THE IMAGE. <sup>2</sup>THEN SELECT "OPEN COMMENTS" TO PROVIDE THE REQUESTED INFORMATION. <sup>3</sup>ONCE ACTION IS COMPLETE – REFER THE ITEM BACK TO THE AP PROCESSOR FOR UPDATE AND CONTINUED PROCESSING. <sup>4</sup>IF NECESSARY, REFER TO ANOTHER USER FOR INFORMATION.

Hide Options 🛛 🕒 Hide I	Detail Pane 🗧 Open Comments 📴 Display Ima	age  📅 Set to Obsolete 🛛 🖙 Rescan	n 🔂 Help				
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	Refer to Requisitioner	ZVEND MAINTE ZREQUISITIONE		8	1235 Forsyth Blvd Phone: (314) 778-4300		Design Group
		2120010111011		S A	St. Louis, MO 63105 Fax: (314) 862-2921 MRRWDesignGroup.com www.bwdesigngroup.com	•	
	$\square$						
	M2.			s	Swissiog Logistics, Inc. Te	Customer Location : Tesla Motors	Involce No. : INV0137336A
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				^	Attn.: Johnson, Linda At	.ttn.: Fox, Fred	Terms: Net 30 Days Due Date : 30-Oct-2018
i Invalid Tax Info ( NPO)							Due Date : 30-001-2018
Vendor Data				Ir	nvoice Note : PCN#21 Additional Off Shift Coverage		
Vendor Number	315593 Display Vendor	Part. Bank Type			Summary :		
Vendor Name	Barry-Wehmiller Design Group, Inc	Bank name JP M	ORGAN CHASE BANK		Project Project / Task Description Swissiog-Fremont, CA-Tesla Ph.3 Light Goods	Customer Ref./P.O. Bill Type	Charge Tax Total
Name 2		Bank Account 1123	351678		1800022 Swissiog-Heritotit, CA-Hesta Pit-3 Light Goods Conveying Sys. [115-Production Support (T&M)	Time	\$6,318.00 \$0.00 \$6,318.00
IBAN		Bank number 0710	000013 Display Bank	t	215-Production Support (T&M)	Expense Sub Totals :	\$1,325.70 \$0.00 \$1,325.70 \$7,643.70 \$0.00
SWIFT code		Reference				Sub Totals.	Total Due : \$7,643.70
Street / House No	Douglas Blvd, Suite 220	2901 Country / Region	US CA				
Postl Code / City	95661 Roseville	PO Box	Group		Remit To : Wire Instructions ACH Ins	structions Pay	ment Via Check
					Chicago, IL Chicago	o, L. 252	ry-Wehmiller Design Group, Inc. 43 Network Place
Recipient Data					Account# 112351678 Account	071000013 Chi t# 112351678 US/ t Name: Bany-Wehmiller Companies, Inc.	cago, IL 60673-1252 A
Company Code	1110 Swisslog Logistics				Ref: Barry-Wehmiller Design Group, Inc. Ref: Bar	ry-Wehmiller Design Group, Inc.	
Street / House No	Enterprise Drive	161 Country / Region	US VA		Note: If you receive any notification of a change in payment instruction general, you should expect we will not be changing our payment instru-	ructions and you should remain alert to imposer fraud ris	ks. We cannot be held responsible for misdirected
Postl Code / City	23603 Newport News	PO Box			payment as a result of your failure to confirm authenticity of requested	d changes to payment instructions or "Imposer hacks" e	o your system.
Posti Code / City	23003 Newport News	POBOX					
Invoice Data							
Trans./event	Invoice						
Reference Number	INV0137336A	Document Date 09/3	30/2018				
Auto-Calculate Tax			30/2018				
Gross Amount	7,643.70 USD	Balance 0.00					
Tax Amount	0.00	Tax Code IO	Tax Rate 0.000				
Total Tax Amount	0.00						
Expense Type	ST						
Requester E-mail	LINDA.JOHNSON@SWISSLOG.COM						

## AGENT ROLE: ZPO\_RECEIVER [GOODS RECEIVER]



IN THE RECEIVER ROLE ADDITIONAL COMPLETION OF THE GOODS RECEIPT IS REQUIRED BEFORE THE ITEM CAN BE PROCESSED. PLEASE COMPLETE THE GOODS RECEIPT PROCESS AS IT PERTAINS TO THE ITEMS ON THE INVOICE. ONCE ACTION IS COMPLETE – REFER THE ITEM BACK TO THE AP PROCESSOR FOR UPDATE AND CONTINUED PROCESSING. IF THE GOODS RECEIPT CANNOT BE COMPLETED DUE TO PRICING PLEASE REFER TO BUYER AFTER ADDING COMMENTS.

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· · ·	Reverse Goods Receipt	
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Refer Refer	Refer to PO Invoice AP Processor	ZPO APPROC
Refer	Refer to PO Invoice Buyer Refer to Reguisitioner	ZPO BUYER ZREQUISITIONER
Refer	Refer to Receiver	ZRECEIVER
Basic Data Line It	tems Accounting Tax Process	Other Data
i Manual Check Needer	d / Missing Data for Indexing Lines (PO)	
Vendor Data		
Vendor Number	307404 Display Vendor	Part. Bank Type
Vendor Name	Autostore AS (was JAKOB HATTELA	Bank name xxx
Name 2		Bank Account 53370604572
IBAN	NO8753370604572	Bank number 5337 Display Bank
		Reference
Street / House No	Stokkastrandvegen	85 Country / Region NO
Postl Code / City	5578 NEDRE VATS	PO Box Group
Recipient Data		
Company Code	1110 Swisslog Logistics	
Street / House No	Enterprise Drive	161 Country / Region US VA
Postl Code / City	23603 Newport News	PO Box
Invoice Data		
Trans./event	Invoice	
Reference Number	CIN/129893	Document Date 01/23/2019
Auto-Calculate Tax		Supply Date 01/23/2019
Gross Amount	0.00 USD	Tax Code IO Tax Rate 0.000
Tax Amount	0.00	Tax Code I0 Tax Rate 0.000
Unpl. del. csts		
Freight Amount	38.30	
PO Number	4500140130	DN List
PO Number	4300140130	

## AGENT ROLE: ZPO/ZPNO\_APPROVER [APPROVER]



IN THE APPROVER ROLE THE EXPECTATION IS FOR THE USER TO REVIEW, CONFIRM AND APPROVER THE INVOICE FOR POSTING AND PAYMENT. THE INVOICE HAS BEEN MATCHED TO THE RELATED PO OR CODED TO THE RELEVANT COST CENTER OR WBS ELEMENT. THE APPROVER CAN EDIT THE GL ACCOUNT, ITEM AMOUNT, TAX JURISDICTION, WBS ELEMENT, OR COST CENTERS PRIOR TO APPROVAL IF THE ENTERED DETAIL IS INCORRECT.

Approval Got	o Settings System Help									
			1 45 45 5							
			9   <del>4</del>   1 4		] 🕑 🖷	9				
Approve In	voice 1900043913									
				(Dec. )	_			<b>—</b>		
Show Detail Pane	SAP Invoice SaP Unified Dat	shboard 🛄 Add	d Attachment	🕒 Display Im	nage 🧏	Display Attachr	ments	s 💶 View Log		
OPENTEXT Vende	or Invoice Management <sup>™</sup> for SAP* Solutions	•								
Invoice Summa	ary Additional Details									
· · · ·	ndling Instructions	Use d Dansels (	No. alta anti-	Tra	0	. 10		111206		
Vendor Vendor Invoice #	50391582-0	United Rentals (	North America	), INC	Documer Payment			111386 2009		
Company Code	1110				Invoice D			27.09.2017 Due	Date 27.1	0.2017
Invoice Amount	774,26				Tax Code			II Auto-Calcul Tax		
Net Amount	774,26	USD			Credit Me	mo	ĺ	Tax Amount		
Expense Type:	MA-Manageme	ent Approval	¢	-						-
			VA	T balance:	0,00			Balance:	0,00	
St G/L Acc	ange G/L Account Information Short Text	Cost Ctr	D/C indic.	Item Amount		Percentage	T	Tax Jur.	WBS Elem.	<b>1771</b>
400600	External services	Cost Cu	Debit T		673,00		-	4770004301	P-006340	
400600	External services		Debit 💌		41,25			4770004301	P-006340	
400600	External services		Debit 💌		60,01	7,75	IO	4770004301	P-006340	.02.01.0
			Debit 🔻				11			
			Debit 💌				11			
			Debit - Debit -				11 11			-
<b>4 F</b> ===			Depit +				11			4 1
									Time Zon	e: CET
Approver	4	Time Stamp		Logged Actio	n		D.	D Comments Summ		
F-BATCH		19.11.2018	19:44:27	Invoice subn		Approval	0	D. Commence Sum	nary	
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4JOHNL		03.10.2018		DP process s	step			10-3-18 I have n		is. Must be
4DONOK		28.09.2018	17:35:39	DP process s	step			provide PO to pro	ocess	-
										4 1
				1.0						
Add Comme	ents 🔽 Inquire		🖉 Аррг	ove 🧟	Reject	Forv Forv	vard		Return	to Inbox



- ▶ IF ANY CHANGES ARE MADE PLEASE SAVE THOSE CHANGES PRIOR TO APPROVAL BY CLICKING ON THE BLUE DISK / POST ICON AT THE TOP OF YOUR SCREEN.
- COMMENTS CAN BE ADDED BUY USING THE "ADD COMMENTS" BUTTON SHOULD THE DETAIL NEED TO BE EDITED BY AP, ROUTED TO ANOTHER APPROVER OR IS BEING REJECTED

		े हो । 🗮 🗖 । 🕝	<b>!!</b>		
Approve Invoice 1900043913					
Show Detail Pane 🛛 SAP Invoice 🛛 🔬 Unified Da	shboard 💾 Add Attachment	🜔 Display Image	🞭 Display Attachmer	nts 💶 View Log	
OPENTEXT Vendor Invoice Management <sup>The</sup> for SAP* Solution	•				
Invoice Summary Additional Details					
Special Handling Instructions					
	United Rentals (North America	a), Inc Docu	ment ID	111386	
Vendor Invoice # 50391582-0	001	Paym	ent Terms	2009	
Company Code 1110		Invoi	ce Date	27.09.2017 Due D	ate 27.10.2017
Invoice Amount 774,26		Tax	Code	I1 Auto-Calcul Tax	
Net Amount 774,26	USD	Credit	Memo	Tax Amount	
Expense Type: MA-Manageme	ent Approval	-			
	VA	T balance: 0,	00	Balance: 0	,00
Please Enter or Change G/L Account Information					
St G/L Acc Short Text	Cost Ctr D/C indic.	Item Amount		Tax Jur.	WBS Elem.
400600 External services	Debit •			0 4770004301	P-006340.02.01.(
400600 External services	Debit •			0 4770004301	P-006340.02.01.0
400600 External services	Debit •			0 4770004301	P-006340.02.01.0
	Debit • Debit •		11		
	Debit •		11		
	Debit •		11		
	20210		1 1	- 1	4 1
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Ф					Time Zone: CET
Approver G WF-BATCH	Time Stamp 19.11.2018 19:44:27	Logged Action Invoice submitted f		D Comments Summa	ary 🎹
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D4JOHNL	03.10.2018 15:35:32	DP process step			clue what this is. Must be
D4DONOK	28.09.2018 17:35:39	DP process step		provide PO to proc	
		or process step		in the read procession of the procesion of the procession of the procession of the procession of the p	
					4 F
Add Comments 💽 Inquire	на страната на с	orove 🧟 Reje	ct 🔿 Forward	d 🏷	Return to Inbox

TO SAVE COMMENTS

TO RETURN TO THE PREVIOUS SCREEN



THIS SCREEN WILL APPEAR WHEN ADDING COMMENTS. ENTER THE NECESSARY DETAIL AND SELECT THE SAME BLUE DISK ICON AT THE TOP OF THE SCREEN TO SAVE THE INFORMATION. ONCE SAVED, SELECT THE GREEN CIRCLE ICON WITH THE DOUBLE WHITE ARROWS TO GO BACK TO THE MAIN SCREEN AND COMPLETE APPROVAL.

F., L. Row Text		
+1+.	2+3+4	.+5+6+
* [		
	]	
Text Line	*	



WHEN THE USER IS NOT THE CORRECT APPROVER THE TRANSACTION CAN BE FORWARDED BY SELECTING THE FORWARD BUTTON ON THE MAIN SCREEN. THE FORWARD INVOICE SCREEN WILL POPULATE. THE USER ID OF THE CORRECT APPROVER CAN BE ENTERED ALONG WITH COMMENTS ADVISING NEXT USER OF REASON FOR FORWARDING. \*\*THE NAME SEARCH FEATURE CAN BE USED IF THE USER ID [D4/H4] IS UNKNOWN\*\*

	Logged Action	D., D., (
19:44:27	Invoice submitted for Approval	
15:59:16	DP process step	(Car
15:35:32	DP process step	631
1 35:39	DP process step	(G)P
App	rove 🧟 Reject 🗮	Forward

ONCE THE NEXT USER HAS BEEN CORRECTLY POPULATED SELECT FORWARD TO TRANSFER TRANSACTION FROM THE CURRENT WORKFLOW TO THE INTENDED USER'S WORKFLOW.

Forward Invoice 111019000439132	018	
Line Item Processing Forward Invoice - United Rentals (North )	America). Inc., 774.26 U	
Forward to		
User ID	Name Search	
Email ID First Name	🔄 Search User	
Last Name Comments:	First Name Last Name E-Mai Telephone No. Department	
		<b>√</b> ×
Forward	Ln 1 - Ln 1 of 1 lines	



IN SOME CASES AN ADDITIONAL APPROVAL IS REQUIRED. AFTER CLICKING ON THE APPROVE BUTTON ON THE MAIN SCREEN A SECONDARY SCREEN WILL OPEN. THE NAME OF THE NEXT APPROVER WILL POPULATE. IF THE USER ID IS INCORRECT THE FIELD CAN BE EDITED TO SEND IT TO THE CORRECT USER. WHEN THIS HAS BEEN CORRECTLY UPDATED CLICK ON THE APPROVE BUTTON TO MOVE THE TRANSACTION TO THE NEXT APPROVER. *\*\*NOTE: ADD COMMENTS THAT WILL ASSIST THE NEXT APPROVER TO QUICKLY REVIEW AND APPROVE THE INVOICE TRANSACTION.\*\** 

7109	United Rentals (	North America	), Inc	Docume	nt ID		11	1386
82-00	01			Payment Terms			2009	
				Invoice	Date		27	.09.
				Tax Cod	le		I1	Aut
	USD			Credit M	emo			т
gemer	t Approval	¢	•					
		VA	T balance:	0,00			F	Baland
on								
	Cost Ctr	D/C indic.	Item Amount		Percentage	Т.,	Та	x Jur.
		Debit 🔻		673,00	86,92	IO	47	7000
		Debit 🔻		41,25	5,33	IO	47	7000
		Debit 💌		60,01	7,75	IO	47	7000
		Debit 🔻				11		
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	Time Stamp		Logged Acti	on		D	D	Com
	19.11.2018	19:44:27	Invoice subr	mitted for	Approval			
	08.11.2018	15:59:16	DP process	step			63	PLEA
	03.10.2018	15:35:32	DP process	step			Eà	10-3
	28.09.2018	17:35:39	DP process	step				provi

pprove Invoice :	111019000436772018	
e Item Processing		
hoose Next User		
User ID	WINSTON.JONES	Mame Search
Email ID	WINSTON.JONES@SWISSLOG.COM	
First Name	WINSTON	
Last Name	JONES	1
<u>(de de m</u> e		
	Li 1, Co 1 Ln	1 - Ln 1 of 1 lines

IF AN ADDITIONAL APPROVER IS NOT REQUIRED THE SECONDARY SCREEN IS SIMPLY A CONFIRMATION SCREEN TO ENSURE THE USER WANTS THE INVOICE POSTED AND PAID. SELECT APPROVE ON THIS SCREEN TO COMPLETE THE APPROVAL.

### **REJECTING INVOICES**



## DO NOT UTILIZE THE REJECT FUNCTION

#### ADD COMMENTS

 BE SURE TO SAVE PRIOR TO EMAILING AP

Approver	Time Stamp	Logged Action 🔡		
REQUESTER1	30.10.2012 05:34:28	Financial Information Entered a 🖪		
WF-BATCH	30.10.2012 05:33:39	Invoice submitted for Approval		
• •				
🖗 Add Comments 🚺 Refer	🖉 Api	orove 🖉 ect 🖈 Forward		

USING THIS FUNCTION REMOVES ALL EDIT AND UPDATE CAPABILITIES – AP WILL NO LONGER BE ABLE TO MAKE CHANGES OR REMOVE THE ITEM FROM THE WORKFLOW

r Edit Comments 00000073696 urrent Comments		

PROVIDE DETAILS REGARDING THE REASON FOR NON-PAYMENT AS WELL AS ANY ACTIONS BEING TAKE FOR CORRECTION (I.E CREDIT MEMO, REBILL, ETC)

#### EMAIL AP

Use the subject line: "Invoice to be Removed from Workflow"

In the body please include:

The Doc. ID

The vendor number

The reference number

The gross amount

Document No [if available]

Cut Copy aste Format Pai		Options i (Boc + 11	Format Text ▼ A <sup>*</sup> A <sup>*</sup>   Ξ ▼ <u>A</u> ▼   Ξ Ξ		Tell me what yo	() Attach	o do	Assign Policy *	Follow Up - High Importance Low Importance	View Templates
Clipboard	6		Basic Text	5	Names		Include	,	Tags 15	My Templates
Send To Subject			rom Workflow"							
					L.					
Good Day,					[	No Title]				

PROVIDE ALL NECESSARY DETAILS TO AP – AP WILL RECALL THIS ITEM IF IT NEEDS TO BE REMOVED FROM THE WORKFLOW OR RE-ROUTED TO ANOTHER USER

### REFERING ITEMS IN VIM TO THE AP PROCESSOR



- SELECT REFER TO PO / NPO PROCESSOR
- SELECT AN AP PROCESSOR [JENNIFER CHAPPELL / KATHERINE DONOVAN]
- CLICK CONTINUE

Process P	PO Process	sing - Gl	obal (E	Exp) - 00000	0073720	
🔚 Hide Options 🛛 🕞 Hid	e Detail Pane	Copen Co	mments	🛤 Display Image	Simulate Rules	Set to O
OPENTEXT   Vendor I Process Options for: Inform		ment <sup>™</sup> for SAP	Solutions			
Refer for Info	Refer for Inform	nation				ZINF PROVIDE
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Refer	Refer to PO Inv	voice AP Proc	essor			ZPO APPROC
Refer	Refer to PO Inv	voice Buyer				ZPO BUYER
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			ntain Recip			
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PO Reference G	L Account	B	User Name	ent List		
Docu         M         Purch           1         4500           2         4500           3         4500           4         4500			Jennifer C Doris Gill Charlene I Amorette Tricia Tinn	Hunt Kline ton		G Balanc
				Contin	nue 🔀 Cancel	

#### **REFERING ITEMS IN VIM TO ANOTHER USER**



- SELECT THE RELEVANT REFERAL BUTTON
- SELECT THE GREEN USER BUTTON WITH THE PLUS SIGN

Hide Options	Hide Detail Pane	P 0;	oen Comments	🚺 Display Image	🗱 Simulate Rules	🗑 Set to
PENTEXT Ver	ndor Invoice Mana	gement"	for SAP* Solutions			
ocess Options for:	Information Drovid					
Refer for Info	Refer for Inf					ZINF PROVI
Refer	Refer to Ver		tenance			ZVEND MAI
Refer	Refer to PO					ZPO APPRO
Refer	Refer to PO					ZPO BUYER
Refer	Refer to Rec		· ·			ZREQUISITI
Refer			Maintain Recipi	ent List		ZRECEIVER
					3	
		L	Jsers			
Basic Data Lir	e Items Acco	unting	Recipie	ent list		
PO Reference	G/L Account		B User Name			
			Had Herida	<b>.</b>		
						💓 🔿 🖉
Docu M	Purchasing Ite	m 1				Amo
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	<u>4500086002</u> 0					J CHE
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#### • ENTER THE USER "D4" OR H4"

\*\*\*IF THIS DETAIL IS UNKNOWN THE LAST NAME OF THE INTENDED USER CAN BE ENTERED

🔄 Restrict Value Range (	1)
Restrictions	
User	
Last name	
First name	
Department	
Building code	
Room Number	
Extension	
Cost center	
Internal mail	
Company	
Company name	
City	
Maximum No. of Hits	500

#### **REFERING ITEMS IN VIM TO ANOTHER USER**



- THE USER NAME WITH POPULATE
- CLICK THE GREEN CHECK MARK

Res	strictions						
					V		
	<u>m (%) 🔀</u>	s @ 🖨 🛓					
63	User Name	Last name	First name	Department	Buildings	Room No.	Exte
<ul> <li>Image: A state of the state of</li></ul>	D4CHAPJ1	CHAPPELL	JENNIFER	Accounting			

#### REMOVE ANY OTHER RECEIPIENT NAMES



- CLICK THE BOX NEXT TO THE USER NAME
- SLECT CONTINUE

🕞 Maintain Recipient List
Users
Recipient List
User Name Jennifer Chappell
$\triangleright$
Users Users
Continue Cancel

.

#### Swisslog Member of the KUKA Group

#### YOU CAN ALSO USE THE **<u>RE-ROUTE ICON</u>** ON THE VIM WORKPLACE SCREEN

lf you have pro	vided the information needed for AP to process the invoice, you MUST REFER/RE-ROUTE THE INVOICE BACK TO AP PROCESSOR after adding a comment with the requested information
Company Code Vendor	to Document Date Document Date Currency
Name Reference	to     1. Click this icon to re-route     Channel ID       to     Document 10
All Inbox (544	
Ex. Doc. Co. Doc.	Documen. Vendor Name 1 Current Role Current Agent Reroute Recal Reference Exception Reason Changed By :D4DONOK
Image: Weight of the second	P081       [D] Swisslog Automation G       ZPO BUYER       D4JOHNL       914008673       Invalid Vendor VAT Number (PO)       Changed On: 01/03/2019 16:06:03         Swisslog Automation GmbH       ZRECEIVER       D4CAMPM       P       914008249       Invalid Vendor VAT Number (PO)       Changed On: 01/03/2019 16:06:03
	Swissing Automation ambH       ZREQUISITI.       D4GOERM       P       4920-2017       Missing Invoice Date (NPO)       not our company code project number. emailed geysha to advise
	Image: Process Re-Routing     Image: Process Re-Routing     Image: Process Re-Routing     Image: Process Re-Routing
🕼 <u>1276.</u> 🔁	M P 914008374 Vendor Mismatch (PO)
🚱 <u>1276.</u> 🔁	Process Type Selection M 🗗 914008373 Vendor Mismatch (PO)
🐼 <u>1170</u> 🔁	Current Process Type 920 Invalid Vendor VAT Number (PO) 🔻 IS 914006480 Invoice in foreign currency (PO)
🚱 <u>1108</u> 🔁	S B 914007851 Currency Mismatch (PO)
🚱 <u>1031.</u> 📮	New Process Type 920 Invalid Vendor VAT Number (PO)
🚱 <u>1031.</u> 🔁	1 c 4920_2017 Approval Required
	S B 914007276 Unable to Determine PO Line Num
	AR     B     915002099     Invalid Vendor VAT Number (PO)       Role Selection     T     B     915001495     Invalid Vendor VAT Number (PO)
<ul> <li> <u>1415</u> </li> <li> <u>1396</u> </li> </ul>	Role Selection     T     P15001495     Invalid Vendor VAT Number (PO)       Current Role     ZPO BUYER PO Buyer     AR     P15002032     Invalid Vendor Vat Number
	AR 2. Select drop down arrow for r (PO)
75732	New Role     ZPO_APPROC PO AP Processor - Docum.     Image: Second secon
🚯 <u>1315.</u> 📭	
↓ <u>1377</u>	ZPO_APPROC     PO AP Processor - Document Processing     M     P     916001816     Invalid Tax Info ( NPO)       1     ZPO_BUYER     PO Buyer     C     Image: Signal Sig
🚱 <u>60267</u> 📭	
🚯 <u>1366.</u> 📮	ZREQUISITIONER Requisitioner
🐼 <u>1205.</u> 📮	
🐼 <u>1415.</u> 🔁	KZUZIU4 KUKA INUUSCHES GINDH & CO., ZRECE 3.(a) Select "ZPO_APPROC" to re-route PO Unable to Determine PO Line Num
🚱 <u>1441</u> 📭	K103315 KUKA de Mdxico S. de R.L. ZNPO items back to AP Processor 3 Invalid Requester ID (NPO)
	K101309 KUKA ROBOTICS CORPORA. ZPO 3. (b) Select "ZNPO_APPROC' to re-route Non-PO 50 Manual Check Needed / Missing Da
	K101301 KUKA Deutschiand GmbH ZREO items back to AP Processor Unable to Determine PO Line Num
⊕ <u>1303</u> □     □	KUKA Deutschland GmbH     ZREQUISIII.     D4MCCAL     9     39303311     Unable to Determine PO Line Num       KUKA Deutschland GmbH     ZRECEIVER     D4CAMPM     B     39329446     Unable to Determine PO Line Num



#### COMPLETING THE RE-ROUTE FUNCTION

VIM Workplace – All	Users View									
Hide Selection Pane	le Detail Pane 🛛 🖓 Switch Work View 🍟	Configure Tear	m 🔌 Scan							
OPEN TEXT Vendor Invoice Management <sup>™</sup> for SAP* Solutions Select the box next to either Jennifer Chappell or Katherine Donovan										
Company Code	to Maintain Recipient List			Document D						
Neme				Incoming Da Due Date	te					
Reference	Recipient List			Document Io	ł					
All Inbox (544 Hit	User Name Jennifer Chappell Katherine Donovan Doris Gill	Show: All		hoose Bulk Ac	tion	-				
Ex., Doc Co., Doc., Docu	Charlene Hunt	Current Role	Current Agent	Reroute	Recall	Reference	Exception F			
🐼 <u>1393</u> 📭	Amorette Kline	ZINF PROVI	D4STEWB	- P		MX07007124	<u>Invalid Tax</u>			
🚱 <u>1376.</u> 📮	Sherrie MacAllister	ZINF PROVI	D4STEWB	2		MX06996098	<u>Invalid Tax</u>			
<u>↓ 1437</u> <u>↓ 5100</u>	Tricia Tinnon	APPROVER	D4KEENC		7	384201				
		APPROVER	D4TANNS		7	12312018	Approval Re			
🚱 <u>1437.</u> 🔁		ZPO APPROC	D4CHAPJ1	<b>.</b>		254138	Invalid Tax			
🚱 <u>1315</u> 📮		ZNPO APPR	D4DONOK	3		383.24	Invalid Ven			
🚱 <u>1405.</u>		ZPO APPROC	D2LAULA	<b>3</b>		18084	Vendor Mis			
E100	🔁 Users 💽 Users	APPROVER	D4TANNS		7	5047				
Select "Continue"		ZINF PROVI	D4WILSP	3		665875	Invalid Tax			
		APPROVER	D4FOXFR		$\sim$ 1	664957				
<u>1412</u> <u>5100</u>	Continue X Cancel	APPROVER	D4HEBRS		- ×	31243				
land 1437		ZPO APPROC	D4CHAPJ1	3		331921	Manual Che			
	313579 WSS Software, Inc	APPROVER	E2TRIPN		÷.	2018-037	Approval Re			
🚯 <u>94131</u> 🔁	313549 TGW Systems Inc.	ZREQUISITI	D4NUTTJ	<b>.</b>		SI198886	Vendor Misi			

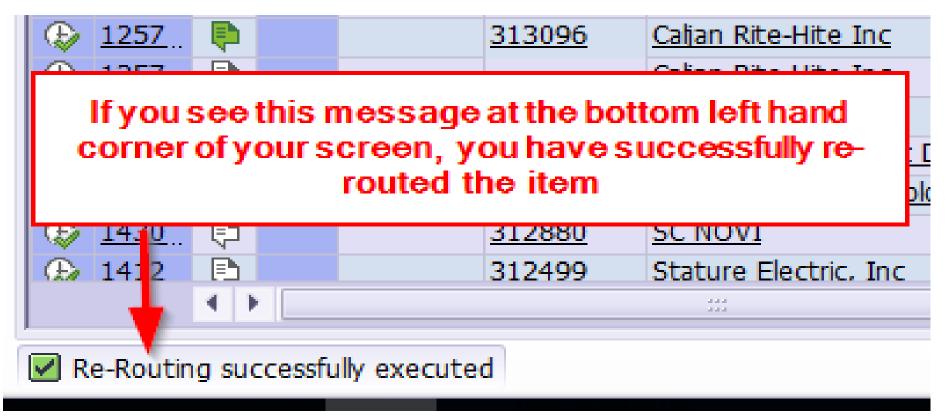


#### COMPLETING THE RE-ROUTE FUNCTION

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	Company	Cod	e	_			t	0			Docu	ment Date	_		8	Curre
,	Vendor			[	Ē	dit Comment	ts 000000139332						×		- 💽	Gross
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2	<u>1437</u>	Þ											54138	Invalid Tax Info (PO)		
2	<u>1315</u>												83.24	Invalid Vendor (NPO)		
0	<u>1405</u>	Þ		5100							1 -		8084	Vendor Mismatch (PO)		
2	<u>1422</u>			<u>5100</u>							Save	🗙 Cancel	_	Involid Tay Info (NDO)		
-	<u>1392</u> <u>1326</u>	Þ		510018	80	<u>515051</u>	Thermo Ramsey LLC	-	APPROVER	D4FOXFR	4		65875 664957	Invalid Tax Info ( NPO)		
	1412					313646	Itipack Systems		APPROVER	D4HEBRS		• •	31243			
2	1437	P		010010		313634	E&M Electric & Machine	ry, Inc			"Save		lete the re-	anual Check Needed / Missing	Da 🗄	
,	1355	1-		190004		313579	WSS Software, Inc		APPROVER			ting action		pproval Required		
,	94131	P				313549	TGW Systems Inc.		ZREQUISITI	D4NUTTJ		j	SI198886	Vendor Mismatch (PO)		Process
							-				-					



#### COMPLETING THE RE-ROUTE FUNCTION





#### **COMMON ERRORS**

 ERROR IN DETERMINING NEXT APPROVER / THE NEXT APPROVER IS NOT SPECIFIED

Typically, a discrepancy in the chart of authority set up. The amount or type of expense may require an additional approval and the secondary user has not been assigned.

#### POSTING DATES ARE IN DIFFERENT FISCAL YEARS

Invoices that have document / invoice dates outside of the current month will not generate an error for the approver but require additional processing steps to complete posting. Invoices with document / invoice dates in a different year will generate an error. Both errors are warnings that do not prevent approvals. Additional steps by Accounts Payable are required to complete processing.

Error in determining the next approver.

# Warning: Document date and posting date are in different fiscal years

IIIIO



#### COMMON ERRORS CONT'D

#### NO CHART OF AUTHORITY SETTINGS MAINTAINED

The WBS element or cost center has not be set up or has been removed from the chart of authority. Therefore, no approval hierarchy or authorizations exist to allow system processing.



#### POSTING ONLY POSSIBLE WITH ZERO BALANCE

Invoices cannot be posted unless they are balanced to zero. The error typically appears when there are tax discrepancies autogenerated by the system processing the invoice data in the background. Accounts Payable cannot send the invoice until it is balanced – the error tends to show up after it has populated in the user's box. The error prevents approval.

## Error: Posting is only possible with a zero balance; correct document

#### TROUBLESHOOTING

- Error in determining next approver / The next approver is not specified
- Document date and posting date are in different fiscal years
- No chart of authority settings maintained
- Posting only possible with zero balance

Take a screenshot of the error and send the detail to the Accounting Manager, Geysha Quesada, as well as the relevant Finance Project Controller. Email should include the WBS element / cost center that the invoice is being charged against, the approver, the approver's supervisor's name, and the invoice information [date, number, amount]. If any changes regarding cost center ownership or project managers have changed, please note the name of the original approver as well as the name of the new approver. The chart of authority details will be updated by *Finance. Once the update is complete* notification will be sent to the user who can then approve the invoice.

The system will not prevent approval. Please approve and enter through the errors. The transaction will be routed back to Accounts Payable for additional review and processing to complete posting. Take a screenshot of the error and send the detail to the Accouting Manager, Geysha Quesada, as well as the relevant Finance Project Controller. Email should include the WBS element / cost center that the invoice is being charged against, the approver, the approver's supervisor's name, and the invoice information [date, number, amount]. The chart of authority details will be validated and updated by Finance. Once the update is complete notification will be sent to the user who can then approve the invoice.

Editing options are available to an approver. When the error is generated by auto-calculation of tax based on the jurisdiction, the user can update the jurisdiction or confirm tax detail as it has been entered to complete the approval.



#### FINANCE CONTACTS FOR VIM ASSITANCE

Invoice Submission 1110@apinvoice.swisslog.com

> Inquiries finance@swisslog.com

Accounts Payable Specialist Katherine Donovan Katherine.donovan@swisslog.com 757-820-4425

Senior Accounts Payable Specialist Jennifer Chappell Jennifer.chappell@swisslog.com 757-820-4469

Accounting Manager (for escalation) Geysha Quesada <u>Geysha.quesada@swisslog.com</u> 757-820-4460

VP Finance & Controller (for escalation) Stephen Jutz <u>Stephen.jutz@swisslog.com</u> 757-820-3467



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