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VIM USER TRAINING GUIDE

Author: Finance

Date: 1/23/2019

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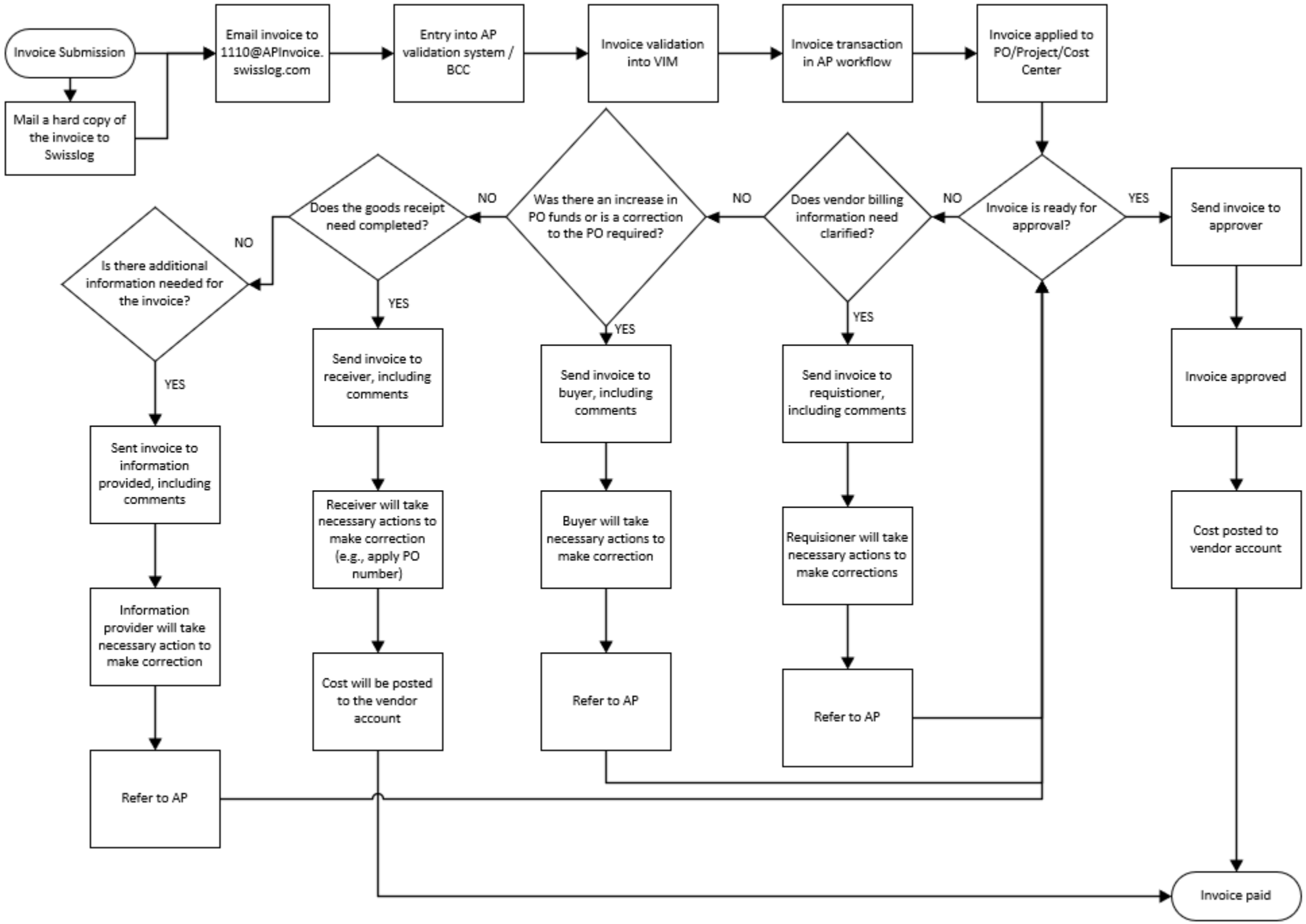

GETTING LOGGED IN TO SAP

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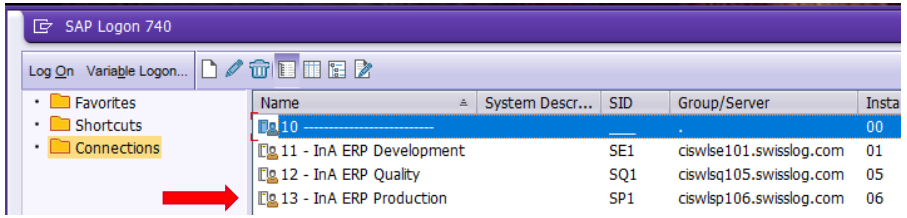
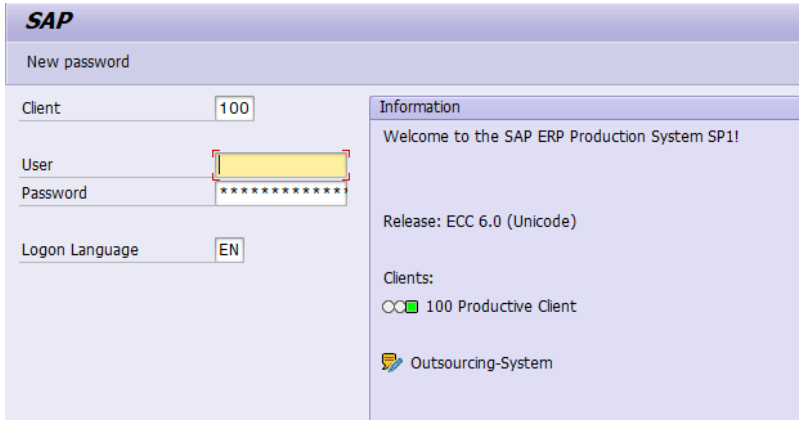
SELECT THE SAP ICON ON THE TASKBAR OR DESKTOP



CLICK ON “13 – INA ERP PRODUCTION” | SP1



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

WHEN LOGGING IN FOR THE FIRST TIME

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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

ERP-PPM

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

CLICK ON SP1-100 UNDER ERP-PPM PRODUCTION

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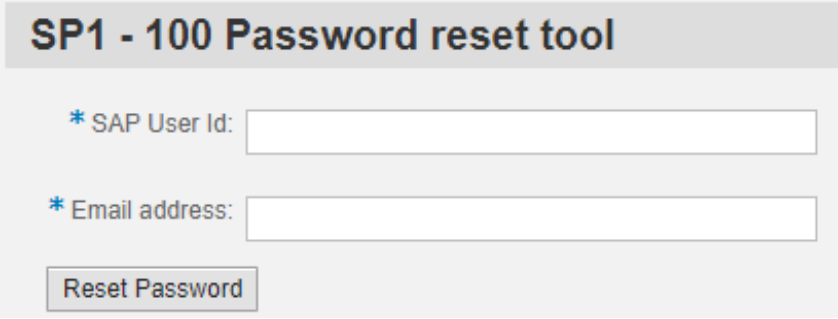
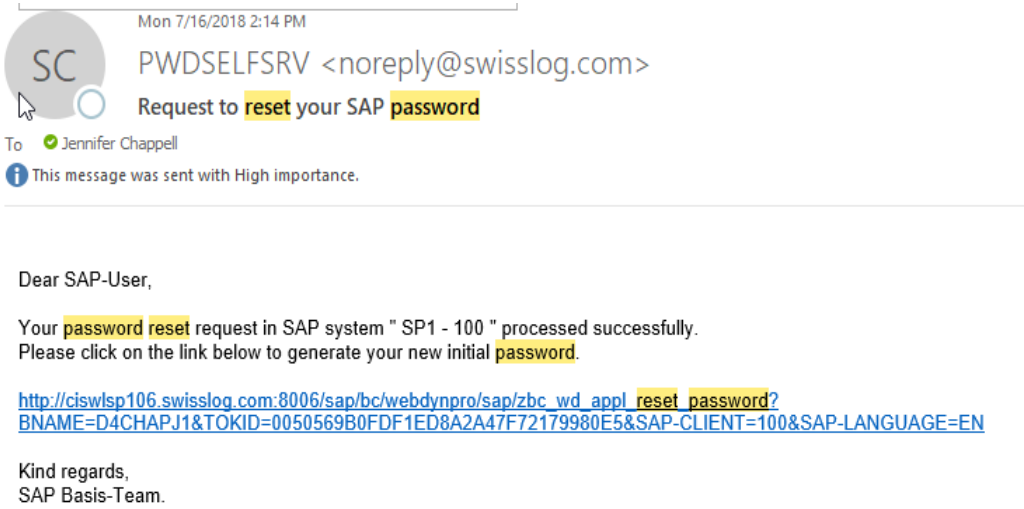


ENTER YOUR USER ID [D4 / H4] AND YOUR EMAIL ADDRESS



SELECT RESET PASSWORD

AND EMAIL WILL BE SENT – CLICK LINK AND FOLLOW PROMPTS

SAP MAIN SCREEN

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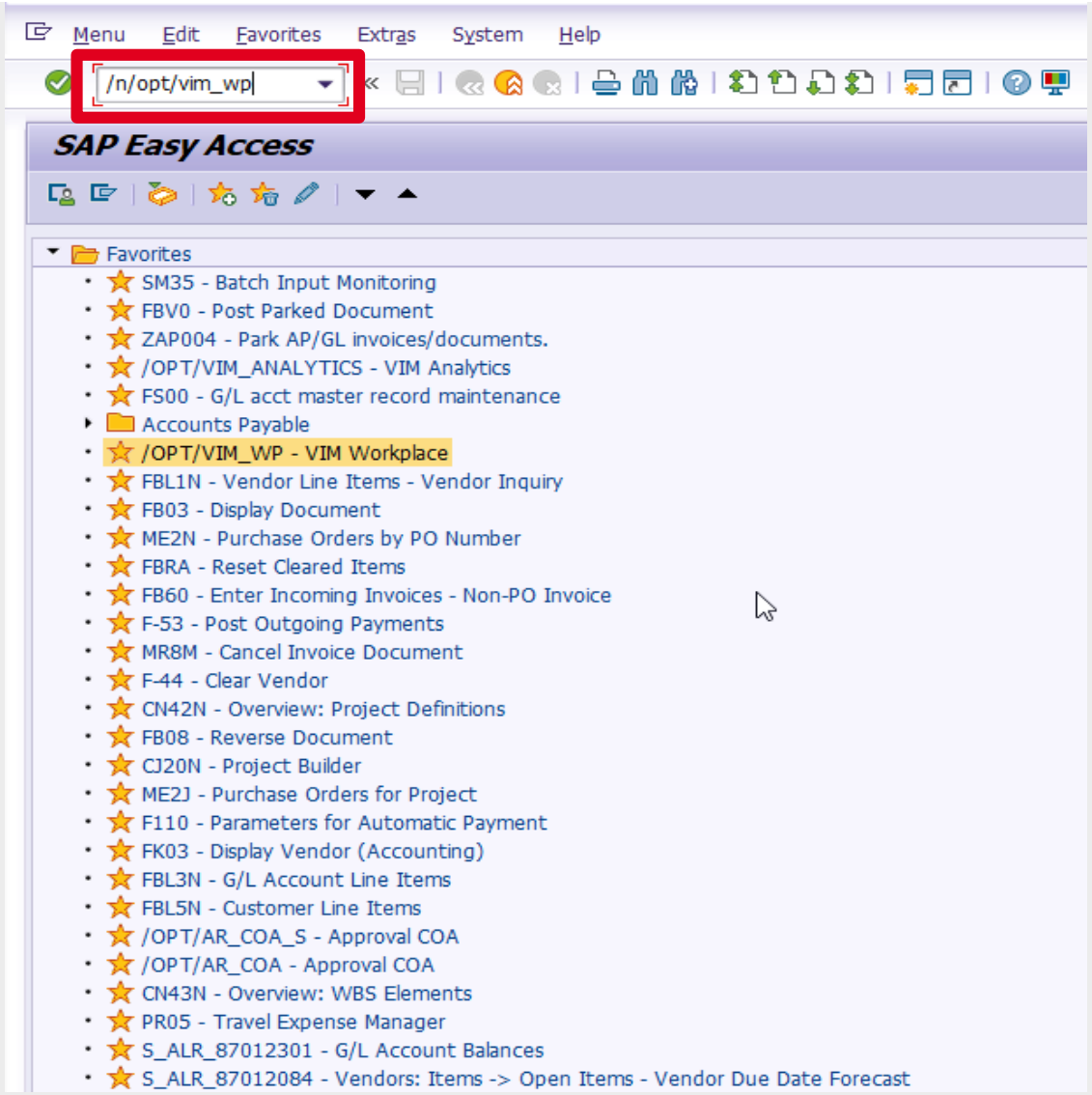

SAP GUI DESKTOP VERSION
ON LOCAL MACHINE

SAP TRANSACTION CODE
FOR VIM WORKPLACE

NOT FOR ONLINE
SAP VIM PORTAL

/N/OPT/VIM_WP

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

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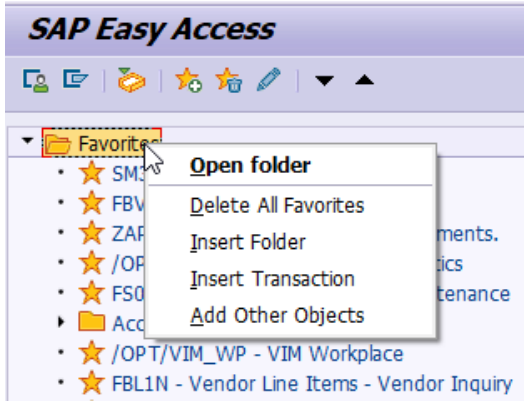
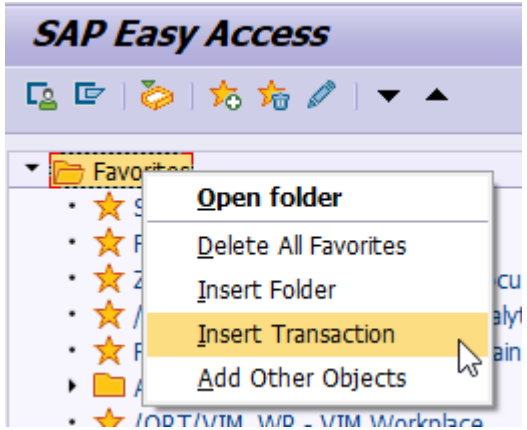
HOW TO SAVE THE VIM WORKPLACE TRANSACTION CODE TO YOUR FAVORITES

- RIGHT CLICK THE FAVORITES FOLDER ON THE SAP EASY 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

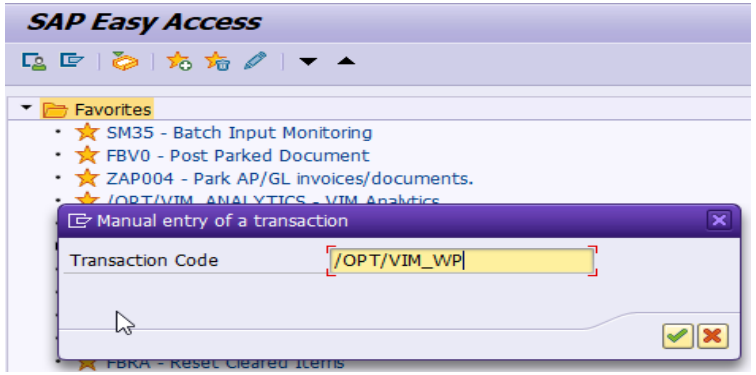
1



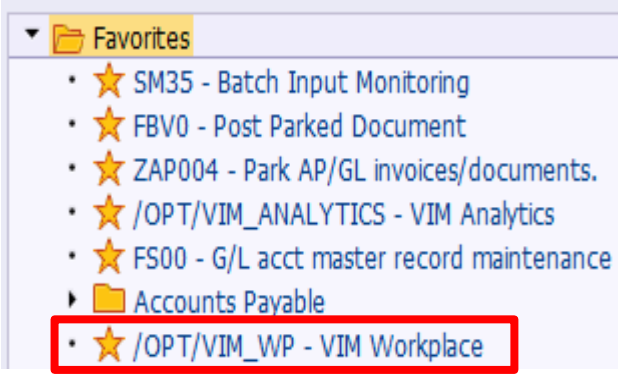
2



3



4



THE VIM WORKPLACE – DEFAULT SCREEN LAYOUT

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VIM Workplace – Personal View

Hide Selection Pane | Hide Detail Pane | Switch Work View | Configure Team | Scan

OPEN TEXT | Vendor Invoice Management™ for SAP® Solutions

My Inbox | My Pending | My Completed

Apply | Edit | Reset

Company Code		to		Document Date			Currency	
Vendor		to		Incoming Date			Gross invoice amount	
Name		to		Due Date			Channel ID	
Reference		to		Document Id			Document Status	

Show: 500 | Choose Bulk Action

My Inbox (33 Hits)

Proc...	Bulk Act.	Da...	WF H...	Ex...	Doc. Id	Doc...	Re...	Im...	Co...	CoCode	DocumentNo	Ye...	Vendor	Name 1	Reference	Crcy	Gross amnt	Doc. Date	Posting Date	Due Date
					145597					1110			307623	Omega Engineering, Inc	C00000670862	USD	105.39	01/22/2019	01/23/2019	02/21/2019
					145534					1110			307889	GRAYBAR	9308258745	USD	492.18	01/22/2019	01/23/2019	03/08/2019
					145417					1110			307506	HERMITAGE AUTOMAT...	00980534	USD	422.95	01/21/2019	01/23/2019	03/07/2019
					145407					1110			K1013...	KUKA Deutschland Gm...	39287872	EUR	33.83	04/13/2018	01/22/2019	04/13/2018
					145076					1110			307699	Engineered Products, L...	H164640001	USD	670.00	01/18/2019	01/21/2019	03/19/2019
					145068					1110			314450	Airline Hydraulics Corpo...	12246703	USD	9.32	01/19/2019	01/21/2019	03/05/2019
					145039					1110			308787	ELECTRICAL EQUIPME...	3790140-00	USD	483.07	01/18/2019	01/23/2019	03/04/2019
					144822					1110			307889	GRAYBAR	9308218394	USD	92.24	01/18/2019	01/23/2019	03/04/2019
					144805					1110			307678	DAIRY CONVEYOR CORP	0213673-IN	USD	57.22	01/16/2019	01/23/2019	02/15/2019
					144804					1110			313634	E&M Electric & Machine...	332130	USD	689.30	01/17/2019	01/23/2019	03/03/2019
					144100					1110			307566	ASPEN LTD	19-8803	USD	1,154.46	01/11/2019	01/23/2019	02/25/2019
					144063					1110			307566	ASPEN LTD	19-8798	USD	1,950.00	01/15/2019	01/23/2019	03/01/2019
					143781					1110			316365	McGrath RentCorp	1850372	USD	127.30	01/13/2019	01/23/2019	02/12/2019
					143682					1110			307404	Autostore AS (was JAK...	CIN/129732	USD	2,867.70	01/15/2019	01/15/2019	03/16/2019
					143272					1110			307537	DYNATECT MANUFACT...	5025039	USD	1,301.27	01/11/2019	01/23/2019	02/25/2019
					143010					1110			307889	GRAYBAR	9308101201	USD	26.34	01/11/2019	01/12/2019	02/25/2019
					142898					1110			307598	ACLA USA	045518	USD	1,749.06	01/11/2019	01/23/2019	02/10/2019
					142850					1110			306939	Grainger	9052095198	USD	6,778.56	01/10/2019	01/23/2019	02/09/2019
					142659					1110			307404	Autostore AS (was JAK...	CIN/129687	USD	4,835.30	01/11/2019	01/23/2019	03/12/2019
					141896					1110			307404	Autostore AS (was JAK...	CCN/106421	USD	1,650.00	12/10/2018	01/08/2019	12/10/2018
					141635					1110			306939	Grainger	9946092252	USD	885.98	10/25/2018	01/07/2019	11/24/2018

Image | Line Items | History | Comments | Actual Agents

Page 1 of 1

OMEGA
Omega Engineering, Inc.
PO Box 4047, Stamford, CT 06907-0047
(203)359-1660 FAX:(203)359-7700
www.omega.com e-mail:info@omega.com

Invoice No. C00000670862

TERMS: NET 30 DAYS FROM DATE OF INVOICE

PLEASE REMIT TO:
Omega Engineering, Inc.
26904 Network Place, Chicago IL 60673-1269

Bill To:
SWISSLOG LOGISTICS
Attn: Accounts Payable
161 Enterprise Dr
Newport News VA 23603-1369

Ship To:
SWISSLOG LOGISTICS
5172 Kiernan Ct Ste B
Salida,CA 95368-8904

CUSTOMER NO.	OMEGA NO.			ORDER ENTRY	INVOICE DATE
C192872	SC00445797			01/22/19	01/22/19
CUSTOMER PO.	TAX	INCOTERMS	SLSMN	CARRIER	BUYER
4500138817	Y	EXW	PDF	UP2D Prepay & Add	steve singh Phone: 757 527 4035

ITEM NO.	ORDERED	SHIPPED	BACK ORD	CATALOG NO. AND DESCRIPTION	UNIT	NET UNIT PRICE	TOTAL AMOUNT
1	1	1	0	USB-CONFIG-TH USB CONFIGURATOR FOR TX206 TRANSMITTERS	EA	74.6500	74.65

THE VIM WORKPLACE FEATURES

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VIM Workplace – Personal View

Show Selection Pane | Hide Detail Pane | Switch Work View | Configure Team | Scan

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Show: 500 | Choose Bulk Action

My Inbox (33 Hits)

Proc...	Bulk Act.	Da...	WF H...	Ex...	Doc. Id	Doc...	Re...	Im...	Co...	CoCode	DocumentNo	Ye...	Vendor (1)	Name 1 (2)	Reference (3)	Crcy	Gross amnt (4)	Doc. Date (5)	Posting Date	Due Date	C/c
					145597					1110			307623	Omega Engineering, Inc	C00000670862	USD	105.39	01/22/2019	01/23/2019	02/21/2019	
					145534					1110			307889	GRAYBAR	9308258745	USD	492.18	01/22/2019	01/23/2019	03/08/2019	
					145417					1110			307506	HERMITAGE AUTOMAT...	00980534	USD	422.95	01/21/2019	01/23/2019	03/07/2019	
					145407					1110			K1013...	KUKA Deutschland Gm...	39287872	EUR	33.83	04/13/2018	01/22/2019	04/13/2018	
					145076					1110			307699	Engineered Products, L...	H164640001	USD	670.00	01/18/2019	01/21/2019	03/19/2019	
					145068					1110			314450	Airline Hydraulics Corpo...	12246703	USD	9.32	01/19/2019	01/21/2019	03/05/2019	
					145039					1110			308787	ELECTRICAL EQUIPME...	3790140-00	USD	483.07	01/18/2019	01/23/2019	03/04/2019	
					144822					1110			307889	GRAYBAR	9308218394	USD	92.24	01/18/2019	01/23/2019	03/04/2019	
					144805					1110			307678	DAIRY CONVEYOR CORP	0213673-IN	USD	57.22	01/16/2019	01/23/2019	02/15/2019	
					144804					1110			313634	E&M Electric & Machine...	332130	USD	689.30	01/17/2019	01/23/2019	03/03/2019	
					144100					1110			307566	ASPEN LTD	19-8803	USD	1,154.46	01/11/2019	01/23/2019	02/25/2019	
					144063					1110			307566	ASPEN LTD	19-8798	USD	1,950.00	01/15/2019	01/23/2019	03/01/2019	
					143781					1110			316365	McGrath RentCorp	1850372	USD	127.30	01/13/2019	01/23/2019	02/12/2019	
					143682					1110			307404	Autostore AS (was JAK...	CIN/129732	USD	2,867.70	01/15/2019	01/15/2019	03/16/2019	
					143272					1110			307537	DYNATECT MANUFACT...	5025039	USD	1,301.27	01/11/2019	01/23/2019	02/25/2019	
					143010					1110			307889	GRAYBAR	9308101201	USD	26.34	01/11/2019	01/12/2019	02/25/2019	
					142898					1110			307598	ACLA USA	045518	USD	1,749.06	01/11/2019	01/23/2019	02/10/2019	
					142850					1110			306939	Grainger	9052095198	USD	6,778.56	01/10/2019	01/23/2019	02/09/2019	
					142659					1110			307404	Autostore AS (was JAK...	CIN/129687	USD	4,835.30	01/11/2019	01/23/2019	03/12/2019	
					141896					1110			307404	Autostore AS (was JAK...	CCN/106421	USD	1,650.00	12/10/2018	01/08/2019	12/10/2018	
					141635					1110			306939	Grainger	9946092252	USD	885.98	10/25/2018	01/07/2019	11/24/2018	
					140944					1110			K1011...	KUKA Systems North A...	110-004421	USD	417.91	12/31/2018	01/17/2019	01/30/2019	
					139996					1110			315283	Clarkson Industrial Cont...	7942	USD	2,120.00	12/28/2018	01/21/2019	02/11/2019	
					138018					1110			307585	ARESTANT, S.A. AKA...	FVAR3/18038...	EUR	293,621....	12/18/2018	12/18/2018	02/16/2019	
					137817					1110			315593	Barry-Wehmiller Design...	INV0137336A	USD	7,643.70	09/30/2018	12/18/2018	11/14/2018	
					137810					1110			315593	Barry-Wehmiller Design...	INV0137336E	USD	5,821.00	12/17/2018	12/17/2018	01/31/2019	
					136635					1110			P026	Swisslog AG	906017035	CHF	4,502.20	12/07/2018	01/21/2019	01/16/2019	
					136304					1110			316737	Crown Equipment Corp...	113154762	USD	2,840.78	07/12/2018	01/23/2019	08/26/2018	
					136303					1110			316737	Crown Equipment Corp...	113154764	USD	1,158.24	07/12/2018	01/23/2019	08/26/2018	
					127424					1110	1900043911	20...	307182	Caliper Management Inc	I1581134	USD	295.00	10/31/2018	11/08/2018	11/30/2018	
					125513					1110			K1013...	KUKA Deutschland Gm...	39324332	EUR	7,619.72	10/23/2018	12/14/2018	10/23/2018	
					121810					1110			306926	Intelligrated Systems, L...	9433904	USD	65.00	10/15/2018	10/23/2018	11/14/2018	
					102180					1110			K1013...	KUKA Deulschland GmbH	39302620	EUR	713.84	07/02/2018	07/26/2018	07/02/2018	

1 – Vendor Number
2 – Vendor Name
3 – Invoice Number
4 – Invoice Amount
5 – Invoice Date
6 – Invoice Image

6

Image | Line Items | History | Comments | Actual Agents

Page 1 of 1

OMEGA™
Omega Engineering, Inc.
PO Box 4047, Stamford, CT 06907-0047
(203)359-1660 FAX:(203)359-7700
www.omega.com e-mail:info@omega.com

Invoice No. C00000670862

TERMS: NET 30 DAYS FROM DATE OF INVOICE

PLEASE REMIT TO:
Omega Engineering, Inc.
26904 Network Place, Chicago IL 60673-1269

Bill To:
SWISSLOG LOGISTICS
Attn: Accounts Payable
161 Enterprise Dr
Newport News VA 23603-1369

Ship To:
SWISSLOG LOGISTICS
5172 Kiernan Ct Ste B
Salida,CA 95368-8904

CUSTOMER NO.		OMEGA NO.		ORDER ENTRY	INVOICE DATE
C192872		SC00445797		01/22/19	01/22/19
CUSTOMER PO.	TAX	INCOTERMS	SLSMN	CARRIER	BUYER
4500138817	Y	EXW	PDF	UP2D Prepay & Add	steve singh Phone: 757 527 4035

ITEM NO.	ORDERED	SHIPPED	BACK ORD	CATALOG NO. AND DESCRIPTION	UNIT	NET UNIT PRICE	TOTAL AMOUNT
1	1	1	0	USB-CONFIG-TH USB CONFIGURATOR FOR TX206 TRANSMITTERS	EA	74.6500	74.65

ALL CLAIMS FOR ERRORS OR SHORTAGES MUST BE MADE WITHIN 10 DAYS AFTER RECEIPT OF GOODS. NO GOODS TO BE RETURNED WITHOUT WRITTEN AUTHORIZED OMEGA AR RETURN NUMBER.

SUB TOTAL 74.65

STATE SALES TAX 5.89

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THE VIM WORKPLACE FEATURES CONT'D

VIM Workplace – Personal View

Show Selection Pane | Hide Detail Pane | Switch Work View | Configure Team | Scan

OPEN TEXT | Vendor Invoice Management™ for SAP® Solutions

Show: 500 | Choose Bulk Action

My Inbox (33 Hits)

1 2 3 4

Proc...	Bulk Act.	Da...	WF H...	Ex...	Doc. Id	Doc...	Posting Date	Due Date	C/disc...	C/disc...	Discount	Exc...	Exception Reason	Rer...	Recall	Current Role	Current Agent	Ag...	Document Status
					145597		01/23/2019	02/21/2019				908	Process PO Invoice (PO) OCR			ZPO_APPROC	D4JAFFA		Sent for Doc Creat
					145534		01/23/2019	03/08/2019				913	Manual Check Needed / Miss...			ZPO_APPROC	D4JAFFA		Indexed
					145417		01/23/2019	03/07/2019				913	Manual Check Needed / Miss...			ZPO_APPROC	D4JAFFA		Indexed
					145407		01/22/2019	04/13/2018				909	Unable to Determine PO Lin...			ZPO_APPROC	D4JAFFA		Indexed
					145076		01/21/2019	03/19/2019				913	Manual Check Needed / Miss...			ZPO_APPROC	D4JAFFA		Indexed
					145068		01/21/2019	03/05/2019				909	Unable to Determine PO Lin...			ZPO_APPROC	D4JAFFA		Indexed
					145039		01/23/2019	03/04/2019				913	Manual Check Needed / Miss...			ZPO_APPROC	D4JAFFA		Indexed
					144822		01/23/2019	03/04/2019				913	Manual Check Needed / Miss...			ZPO_APPROC	D4JAFFA		Indexed
					144805		01/23/2019	02/15/2019				913	Manual Check Needed / Miss...			ZPO_APPROC	D4MACAS		Indexed
					144804		01/23/2019	03/03/2019				909	Unable to Determine PO Lin...			ZPO_APPROC	D4JAFFA		Indexed
					144100		01/23/2019	02/25/2019				913	Manual Check Needed / Miss...			ZPO_APPROC	D4JAFFA		Indexed
					144063		01/23/2019	03/01/2019				913	Manual Check Needed / Miss...			ZPO_APPROC	D4JAFFA		Indexed
					143781		01/23/2019	02/12/2019				909	Unable to Determine PO Lin...			ZPO_APPROC	D4JAFFA		Indexed
					143682		01/15/2019	03/16/2019				909	Unable to Determine PO Lin...			ZPO_APPROC	D4JAFFA		Indexed
					143272		01/23/2019	02/25/2019				913	Manual Check Needed / Miss...			ZPO_APPROC	D4JAFFA		Indexed
					143010		01/12/2019	02/25/2019				909	Unable to Determine PO Lin...			ZPO_APPROC	D4JAFFA		Indexed
					142898		01/23/2019	02/10/2019				913	Manual Check Needed / Miss...			ZPO_APPROC	D4JAFFA		Indexed
					142850		01/23/2019	02/09/2019				953	Vendor Mismatch (PO)			ZPO_APPROC	D4GILLD		Indexed
					142659		01/23/2019	03/12/2019				909	Unable to Determine PO Lin...			ZPO_APPROC	D4JAFFA		Indexed
					141896		01/08/2019	12/10/2018				909	Unable to Determine PO Lin...			ZPO_APPROC	D4MACAS		Indexed
					141635		01/07/2019	11/24/2018				909	Unable to Determine PO Lin...			ZINF_PROVI...	D4CHAPJ1		Indexed
					140944		01/17/2019	01/30/2019				908	Process PO Invoice (PO) OCR			ZPO_APPROC	D4CHAPJ1		Sent for Doc Creat
					139996		01/21/2019	02/11/2019				824	Invalid Tax Info (NPO)			ZINF_PROVI...	D4CHAPJ1		Indexed
					138018		12/18/2018	02/16/2019				996	Invoice in foreign currency (...			ZINF_PROVI...	D4CHAPJ1		Indexed
					137817		12/18/2018	11/14/2018				824	Invalid Tax Info (NPO)			ZNPO_APPR...	D4JAFFA		Indexed
					137810		12/17/2018	01/31/2019				824	Invalid Tax Info (NPO)			ZNPO_APPR...	D4JAFFA		Indexed
					136635		01/21/2019	01/16/2019				904	Invalid Currency (PO)			ZINF_PROVI...	D4CHAPJ1		Created
					136304		01/23/2019	08/26/2018				913	Manual Check Needed / Miss...			ZPO_APPROC	D4JAFFA		Indexed
					136303		01/23/2019	08/26/2018				913	Manual Check Needed / Miss...			ZPO_APPROC	D4JAFFA		Indexed
					127424		11/08/2018	11/30/2018				850	Approval Required			ZNPO_APPR...	D4JAFFA		Rejected by Appro
					125513		12/14/2018	10/23/2018				908	Process PO Invoice (PO) OCR			ZPO_APPROC	D4CHAPJ1		Sent for Doc Creat
					121810		10/23/2018	11/14/2018				913	Manual Check Needed / Miss...			ZPO_APPROC	D4CHAPJ1		Indexed
					102180		07/26/2018	07/02/2018				909	Unable to Determine PO Lin...			ZPO_APPROC	D4CHAPJ1		Indexed

1 – Exception Reason {System Generated}
2 – Re-Route Icon
3 – Current Agent Role
4 – Current Agent ID

Image | Line Items | History | Comments | Actual Agents

Page 1 of 1

OMEGA™
Omega Engineering, Inc.
PO Box 4047, Stamford, CT 06907-0047
(203)359-1660 FAX:(203)359-7700
www.omega.com e-mail:info@omega.com

Invoice No. C00000670862

TERMS: NET 30 DAYS FROM DATE OF INVOICE

PLEASE REMIT TO:
Omega Engineering, Inc.
26904 Network Place, Chicago IL 60673-1269

Bill To:
SWISSLOG LOGISTICS
Attn: Accounts Payable
161 Enterprise Dr
Newport News VA 23603-1369

Ship To:
SWISSLOG LOGISTICS
5172 Kiernan Ct Ste B
Salida,CA 95368-8904

CUSTOMER NO.				OMEGA NO.		ORDER ENTRY	INVOICE DATE
C192872				SC00445797		01/22/19	01/22/19
CUSTOMER PO.		TAX	INCOTERMS	SLSMN		CARRIER	BUYER
4500138817		Y	EXW	PDF		UP2D Prepay & Add	steve singh Phone: 757 527 4035

ITEM NO.	ORDERED	SHIPPED	BACK ORD	CATALOG NO. AND DESCRIPTION	UNIT	NET UNIT PRICE	TOTAL AMOUNT
1	1	1	0	USB-CONFIG-TH USB CONFIGURATOR FOR TX206 TRANSMITTERS	EA	74.6500	74.65
						SUB TOTAL	74.65
						STATE SALES TAX	5.89

ALL CLAIMS FOR ERRORS OR SHORTAGES MUST BE MADE WITHIN 10 DAYS AFTER RECEIPT OF GOODS. NO GOODS TO BE RETURNED WITHOUT WRITTEN AUTHORIZED OMEGA AR RETURN NUMBER.

WARRANTY/DISCLAIMER: OMEGA is pleased to offer suggestions on the use of its various products. OMEGA only warrants that the parts manufactured by it will be as specified and free of defects in materials and workmanship.
OMEGA MAKES NO OTHER WARRANTIES OR REPRESENTATIONS OF ANY KIND WHATSOEVER, EXPRESSED OR IMPLIED, EXCEPT THAT OF

THE VIM WORKPLACE – IMAGE DISPLAY

swisslog
Member of the KUKA Group

VIM Workplace – Personal View

Show Selection Pane | Hide Detail Pane | Switch Work View | Configure Team | Scan

OPEN TEXT | Vendor Invoice Management™ for SAP® Solutions

Show: 500 | Choose Bulk Action

My Inbox (33 Hits)

Proc...	Bulk Act.	Da...	WF H...	Ex...	Doc. Id	Doc...	Re...	Im...	Co...	CoCode	DocumentNo	Ye...	Vendor	Name 1	Reference	Crcy	Gross amnt	Doc. Date	Posting Date	Due Date	C/c
					145597					1110			307623	Omega Engineering, Inc	C00000670862	USD	105.39	01/22/2019	01/23/2019	02/21/2019	
					145534					1110			307889	GRAYBAR	9308258745	USD	492.18	01/22/2019	01/23/2019	03/08/2019	
					145417					1110			307506	HERMITAGE AUTOMAT...	00980534	USD	422.95	01/21/2019	01/23/2019	03/07/2019	
					145407					1110			K1013...	KUKA Deutschland Gm...	39287872	EUR	33.83	04/13/2018	01/22/2019	04/13/2018	
					145076					1110			307699	Engineered Products, L...	H164640001	USD	670.00	01/18/2019	01/21/2019	03/19/2019	
					145068					1110			314450	Airline Hydraulics Corpo...	12246703	USD	9.32	01/19/2019	01/21/2019	03/05/2019	
					145039					1110			308787	ELECTRICAL EQUIPME...	3790140-00	USD	483.07	01/18/2019	01/23/2019	03/04/2019	
					144822					1110			307889	GRAYBAR	9308218394	USD	92.24	01/18/2019	01/23/2019	03/04/2019	
					144805					1110			307678	DAIRY CONVEYOR CORP	0213673-IN	USD	57.22	01/16/2019	01/23/2019	02/15/2019	
					144804					1110			313634	E&M Electric & Machine...	332130	USD	689.30	01/17/2019	01/23/2019	03/03/2019	
					144100					1110			307566	ASPEN LTD	19-8803	USD	1,154.46	01/11/2019	01/23/2019	02/25/2019	
					144063					1110			307566	ASPEN LTD	19-8798	USD	1,950.00	01/15/2019	01/23/2019	03/01/2019	
					143781					1110			316365	McGrath RentCorp	1850372	USD	127.30	01/13/2019	01/23/2019	02/12/2019	
					143682					1110			307404	Autostore AS (was JAK...	CIN/129732	USD	2,867.70	01/15/2019	01/15/2019	03/16/2019	
					143272					1110			307537	DYNATECT MANUFACT...	5025039	USD	1,301.27	01/11/2019	01/23/2019	02/25/2019	
					143010					1110			307889	GRAYBAR	9308101201	USD	26.34	01/11/2019	01/12/2019	02/25/2019	
					142898					1110			307598	ACLA USA	045518	USD	1,749.06	01/11/2019	01/23/2019	02/10/2019	
					142850					1110			306939	Grainger	9052095198	USD	6,778.56	01/10/2019	01/23/2019	02/09/2019	
					142659					1110			307404	Autostore AS (was JAK...	CIN/129687	USD	4,835.30	01/11/2019	01/23/2019	03/12/2019	
					141896					1110			307404	Autostore AS (was JAK...	CCN/106421	USD	1,650.00	12/10/2018	01/08/2019	12/10/2018	
					141635					1110			306939	Grainger	9946092252	USD	885.98	10/25/2018	01/07/2019	11/24/2018	
					140944					1110			K1011...	KUKA Systems North A...	110-004421	USD	417.91	12/31/2018	01/17/2019	01/30/2019	
					139996					1110			315283	Clarkson Industrial Cont...	7942	USD	2,120.00	12/28/2018	01/21/2019	02/11/2019	
					138018					1110			307585	ARESTANT, S.A. AKA...	FVAR3/18038...	EUR	293,621....	12/18/2018	12/18/2018	02/16/2019	
					137817					1110			315593	Barry-Wehmiller Design...	INV0137336A	USD	7,643.70	09/30/2018	12/18/2018	11/14/2018	
					137810					1110			315593	Barry-Wehmiller Design...	INV0137336E	USD	5,821.00	12/17/2018	12/17/2018	01/31/2019	
					136635					1110			P026	Swisslog AG	906017035	CHF	4,502.20	12/07/2018	01/21/2019	01/16/2019	
					136304					1110			316737	Crown Equipment Corp...	113154762	USD	2,840.78	07/12/2018	01/23/2019	08/26/2018	
					136303					1110			316737	Crown Equipment Corp...	113154764	USD	1,158.24	07/12/2018	01/23/2019	08/26/2018	
					127424					1110	1900043911	20...	307182	Caliper Management Inc	I1581134	USD	295.00	10/31/2018	11/08/2018	11/30/2018	
					125513					1110			K1013...	KUKA Deutschland Gm...	39324332	EUR	7,619.72	10/23/2018	12/14/2018	10/23/2018	
					121810					1110			306926	Intelligrated Systems, L...	9433904	USD	65.00	10/15/2018	10/23/2018	11/14/2018	
					102180					1110			K1013...	KUKA Deulschland GmbH	39302620	EUR	713.84	07/02/2018	07/26/2018	07/02/2018	

Image | Line Items | History | Comments | Actual Agents

Page 1 of 1

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Omega Engineering, Inc.
PO Box 4047, Stamford, CT 06907-0047
(203)359-1660 FAX:(203)359-7700
www.omega.com e-mail:info@omega.com

Invoice No. C00000670862

TERMS: NET 30 DAYS FROM DATE OF INVOICE

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SWISSLOG LOGISTICS
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Newport News VA 23603-1369

Ship To:
SWISSLOG LOGISTICS
5172 Kieman Ct Ste B
Salida,CA 95368-8904

CUSTOMER NO.		OMEGA NO.		ORDER ENTRY	INVOICE DATE
C192872		SC00445797		01/22/19	01/22/19
CUSTOMER PO.	TAX	INCOTERMS	SLSMN	CARRIER	BUYER
4500138817	Y	EXW	PDF	UP2D Prepay & Add	steve singh Phone: 757 527 4035

ITEM NO.	ORDERED	SHIPPED	BACK ORD	CATALOG NO. AND DESCRIPTION	UNIT	NET UNIT PRICE	TOTAL AMOUNT
1	1	1	0	USB-CONFIG-TH USB CONFIGURATOR FOR TX206 TRANSMITTERS	EA	74.6500	74.65

ALL CLAIMS FOR ERRORS OR SHORTAGES MUST BE MADE WITHIN 10 DAYS AFTER RECEIPT OF GOODS. NO GOODS TO BE RETURNED WITHOUT WRITTEN AUTHORIZED OMEGA AR RETURN NUMBER.

SUB TOTAL 74.65

STATE SALES TAX 5.89

THE VIM WORKPLACE LINE ITEM & HISTORY DISPLAY

swisslog
Member of the KUKA Group

Image | Line Items | History | Comments | Actual Agents

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	I0	0509921101	0
136635	2	S		4500110524	20	1	AU	PC	7,293.00	7,293.00		0.00	I0	0509921101	0

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

Image | Line Items | History | Comments | Actual Agents

Process History

Comment	Activity	Status	Process Type	Document Status	Actual Role	Actual Agent
	Refer for Information	✓	Invalid Currency (PO)	Created	ZPO_BUYER	Daniel Tinkler
	Refer to PO Invoice Buyer	✓	Invalid Currency (PO)	Created	ZPO_APPROC	Katherine Donovan
	Workflow Start	✓	Invalid Currency (PO)	Created		JOBUSER
	Update status	✓		Validation Complete		Jennifer Chappell
	OCR Validation	✓		Sent for Validation		Jennifer Chappell
	DP Trigger	✓		Ready for Validation		JOBUSER
	Update status	✓		Extraction Completed		XOTX_REC
	OCR Extraction	✓		Sent to OCR		XOTX_REC
	IDH Trigger	✓		Sending data to ICC Dispatcher		JOBUSER
	Early Archiving	✓		Scanned		JOBUSER
	IDH Trigger	✓		Processing Archiving		JOBUSER
	IDH Trigger	✓		Document Registered		SAP Mailer

Approva

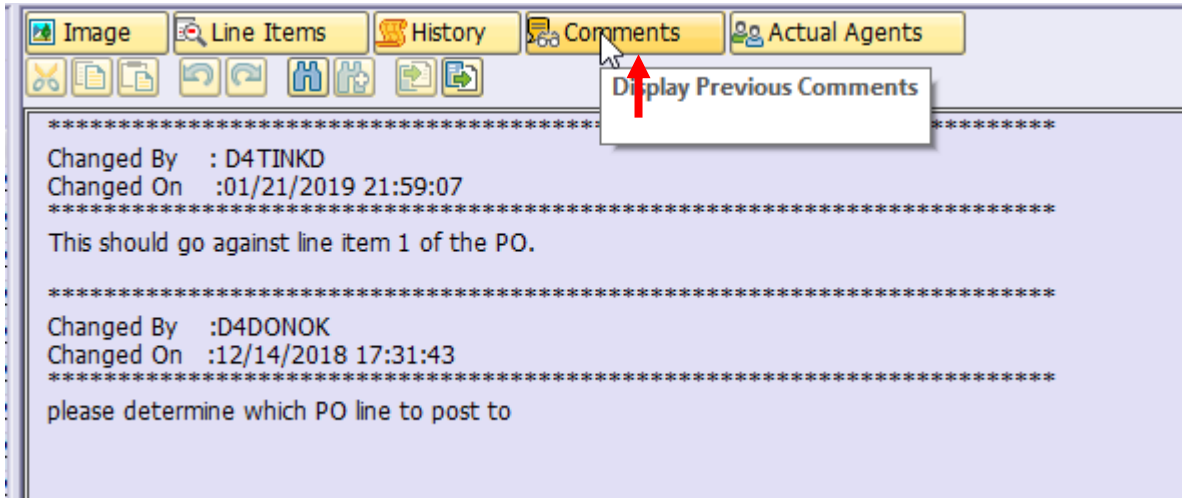
Sort in Descending Order

Comment	Display item details	Activity	Actual Agent	Timestamp	Date	Time	User Name
		DP process step	D4DONOK	12/14/18 17:32:10	12/14/2018	17:32:10	D4DONOK

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

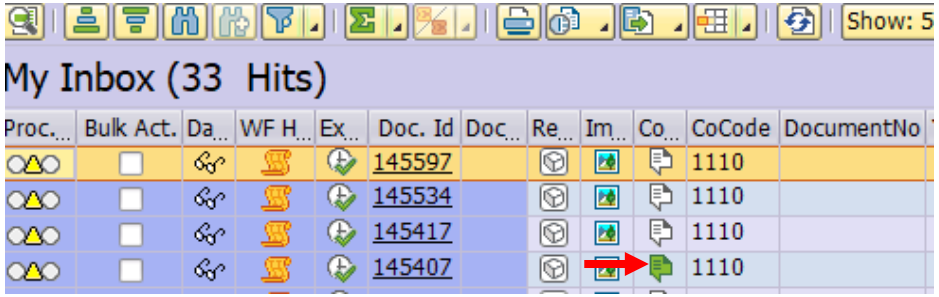
THE VIM WORKPLACE COMMENTS & ACTUAL AGENT DISPLAY

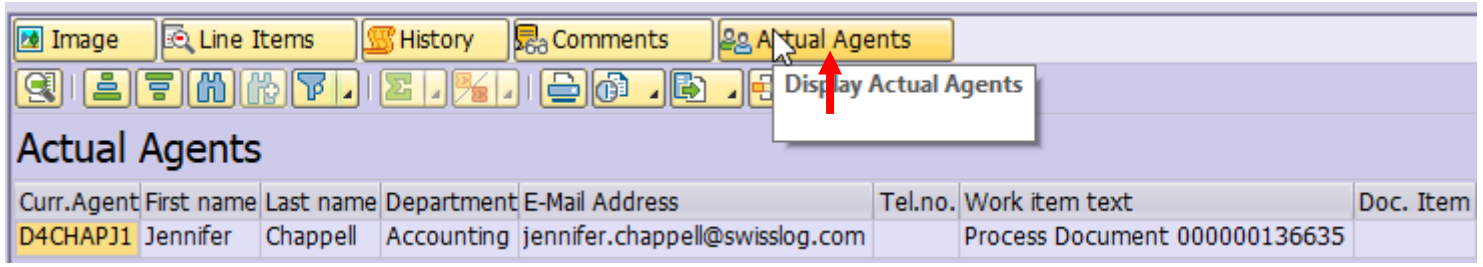
swisslog
Member of the KUKA Group



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.*

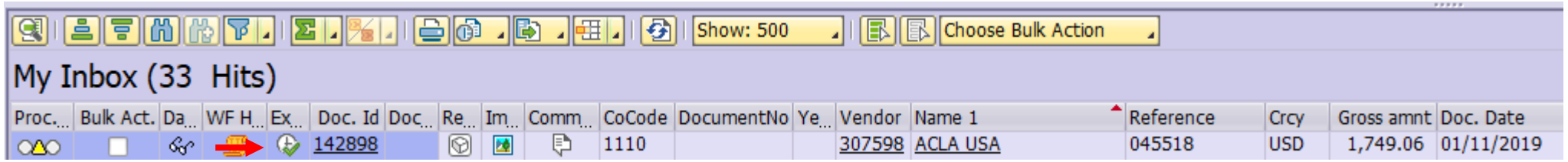




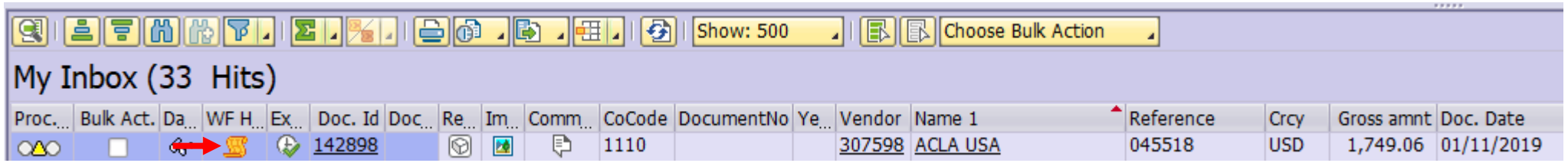
THE ACTUAL AGENTS TAB DISPLAYS WHICH USER CURRENTLY HAS THE ITEM IN THEIR WORKFLOW

THE VIM WORKPLACE FEATURES CONT'D

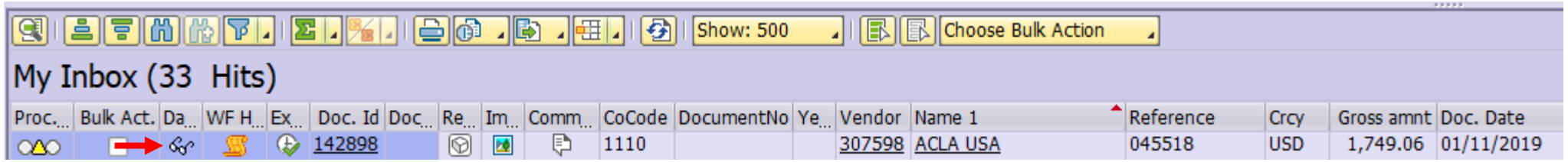
swisslog
Member of the KUKA Group



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



THE WORKFLOW HISTORY OR SCROLL ICON DISPLAYS A TECHNICAL TRANSACTION FLOW CHART



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

AGENT ROLE: ZINF_PROVIDER [INFORMATION PROVIDER]

swisslog
Member of the KUKA Group

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

Process PO Processing - Global (Exp) - 000000138018

Hide Options | Hide Detail Pane | Open Comments (2) | Display Image | Set to Obsolete | Rescan | Help

OPEN TEXT | Vendor Invoice Management™ for SAP® Solutions

Process Options for: Information Provider

Refer for Info	Refer for Information	ZINF_PROVIDER
(3) Refer	Refer to PO Invoice AP Processor	ZPO_APPROC
Refer	Refer to PO Invoice Buyer	ZPO_BUYER

The "Refer for Info" option can be used if the current user cannot provide the clarifying detail.
The "Refer to Buyer" option is used only when the current user is not the PO owner

Basic Data | Line Items | Accounting | Tax | Process | Other Data

Invoice in foreign currency (PO)

Vendor Data

Vendor Number	307585 (Display Vendor)	Part. Bank Type	IBAN
Vendor Name	ARESTANT, S.A. AKA AR Storage	Bank name	xxx
Name 2		Bank Account	2210514218
IBAN	ES1400491800182210514218	Bank number	491904 (Display Bank)
		Reference	
Street / House No	Parque Tec. Zamudio edif. 105-1A	Country / Region	ES 48
Postl Code / City	48170 Zamudio	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	FVAR3/1803815	Document Date	12/18/2018
Auto-Calculate Tax	☐	Supply Date	12/18/2018
Gross Amount	293,621.30 EUR	Balance	0.00
Tax Amount	0.00	Tax Code	I0 Tax Rate 0.000
Unpl. del. csts	0.00		
Freight Amount	0.00		
		DN List	
PO Number	4500061226	PO List	

Image | History | Comments (1)

INVOICE

ar Storage Solutions
RACKING DIVISION

ARESTANT,S.A.
Pol. Ind. Montes de Cierzo
Ctr.N-232,Km.86
31500 Tudela (Navarra) SPAIN
Tel. +34 948 844480/Fax. +34 948 844420
N.I.F. ESA48404958
(Merchandise expedition and reception place)

Please,send documents to the office:
Parque Tecnológico de Zamudio
Edificio 105-1 A
48170 Zamudio(Vizcaya) SPAIN
TEL. +34 94 4317941/Fax. +34 94 4317838

SWISSLOG LOGISTICS
WAREHOUSE & DISTRIBUTION SOLUTION
161 Enterprise Drive
Newport News
23603
US - Estados Unidos

NIF:

INVOICE	DATE	YOUR/REF.	ORDER	CLIENT	PAYMENT TERMS
FVAR3/1803815	18/12/2018	NEBRASKA 4500061226	PVAR3/1603127	4313020	Bank Transfer 60 Days

10% OF THE CONTRACT PRICE SHALL BE DUE AT FINAL ACCEPTANCE CERTIFICATE
N° PO 4500061226

MATERIALS---------- 183.449,26 EUR
INSTALLATION---------- 86.249,74 EUR

269.699,00 EUR

10% OF THE CHANGE ORDERS #1 TO #4
MATERIALS---------- 16.244,74 EUR
INSTALLATION---------- 7.677,56 EUR

23.922,30 EUR

BANCO : BSCH
IBAN: ES14 0049 1800 1822 1051 4218
SWIFT: BSCHESMM

BASE IMPONIBLE 293.621,30

AGENT ROLE: ZPO_BUYER [PO BUYER]

swisslog
Member of the KUKA Group

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

Hide Options | Hide Detail Pane | Open Comments (2) | Display Image | Set to Obsolete | Rescan | Help

OPEN TEXT | Vendor Invoice Management™ for SAP® Solutions

Process Options for: PO Buyer

Apply Rules	Apply Business Rules	
Refer for Info	Refer for Information	ZINF_PROVIDER
(3) Refer	Refer to PO Invoice AP Processor	ZPO_APPROC
Refer	Refer to PO Invoice Buyer	ZPO_BUYER

The "Refer for Info" option can be used if the current user cannot provide the clarifying detail.
The "Refer to Buyer" option is used only when the current user is not the PO owner
The "Apply Rules" option should not be used

Basic Data | Line Items | Accounting | Tax | Process | Other Data

Invoice in foreign currency (PO)

Vendor Data

Vendor Number	307585 (Display Vendor)	Part. Bank Type	IBAN
Vendor Name	ARESTANT, S.A. AKA AR Storage	Bank name	xxx
Name 2		Bank Account	2210514218
IBAN	ES1400491800182210514218	Bank number	491904 (Display Bank)
		Reference	
Street / House No	Parque Tec. Zamudio edif. 105-1A	Country / Region	ES 48
Postl Code / City	48170 Zamudio	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	FVAR3/1803815	Document Date	12/18/2018
Auto-Calculate Tax	☐	Supply Date	12/18/2018
Gross Amount	293,621.30 EUR	Balance	0.00
Tax Amount	0.00	Tax Code	I0 Tax Rate
Unpl. del. csts			
Freight Amount			
		DN List	
PO Number	4500061226	PO List	

Image | History | Comments (1) | 1 / 1 | 79.9%

INVOICE

AR Storage Solutions
RACKING DIVISION

ARESTANT,S.A.
Pol. Ind. Montes de Cierzo
Ctr.N-232,Km.86
31500 Tudela (Navarra) SPAIN
Tel. +34 948 844480/Fax. +34 948 844420
N.I.F. ESA48404958
(Merchandise expedition and reception place)

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Parque Tecnológico de Zamudio
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48170 Zamudio(Vizcaya) SPAIN
TEL. +34 94 4317941/Fax. +34 94 4317838

SWISSLOG LOGISTICS
WAREHOUSE & DISTRIBUTION SOLUTION
161 Enterprise Drive
Newport News
23603
US - Estados Unidos

NIF:

INVOICE	DATE	YOUR/REF.	ORDER	CLIENT	PAYMENT TERMS
FVAR3/1803815	18/12/2018	NEBRASKA 4500061226	PVAR3/1603127	4313020	Bank Transfer 60 Days

10% OF THE CONTRACT PRICE SHALL BE DUE AT FINAL ACCEPTANCE CERTIFICATE
Nº PO 4500061226

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INSTALLATION---------- 86.249,74 EUR

269.699,00 EUR

10% OF THE CHANGE ORDERS #1 TO #4
MATERIALS---------- 16.244,74 EUR
INSTALLATION---------- 7.677,56 EUR

23.922,30 EUR

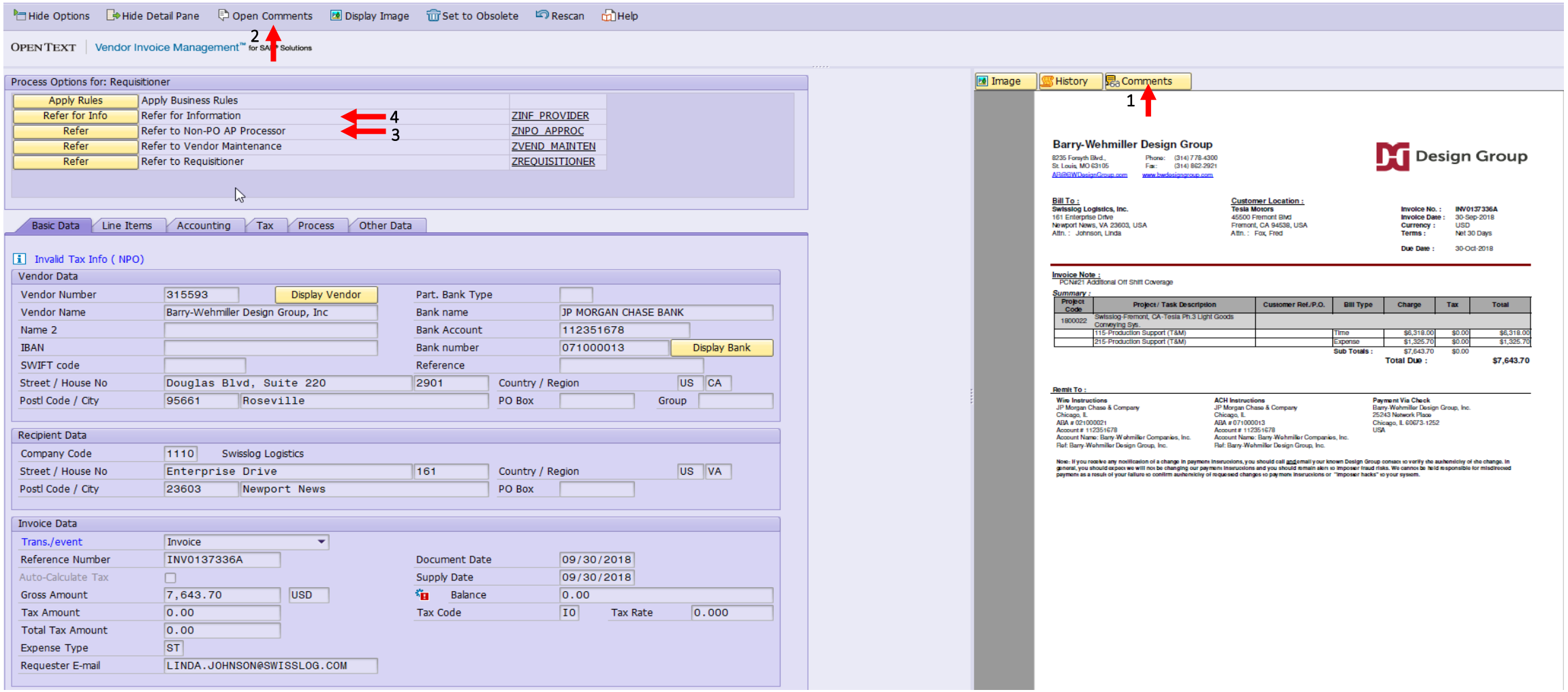
BANCO : BSCH
IBAN: ES14 0049 1800 1822 1051 4218
SWIFT: BSCHESMM

BASE IMPONIBLE 293.621,30

AGENT ROLE: ZPO/ZPNO_REQUISTIONER [PO / NONPO REQUESTOR]

swisslog
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)*. [1]PLEASE REVIEW THE HISTORICAL COMMENTS BY SELECTING THE COMMENS TAB ABOVE THE IMAGE. [2]THEN SELECT "OPEN COMMENTS" TO PROVIDE THE REQUESTED INFORMATION. [3]ONCE ACTION IS COMPLETE – REFER THE ITEM BACK TO THE AP PROCESSOR FOR UPDATE AND CONTINUED PROCESSING. [4]IF NECESSARY, REFER TO ANOTHER USER FOR INFORMATION.



AGENT ROLE: ZPO_RECEIVER [GOODS RECEIVER]

swisslog
Member of the KUKA Group

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.

Process PO Processing - Global (Exp) - 000000145596

Hide Options | Hide Detail Pane | Open Comments | Display Image | Set to Obsolete | Rescan | Display Messages | Help

OPENTEXT | Vendor Invoice Management™ for SAP® Solutions

Process Options for: Receiver

Post Goods Receipt	Post Goods Receipt	
Reverse Goods Recpt	Reverse Goods Receipt	
Refer for Info	Refer for Information	ZINF_PROVIDER
Refer	Refer to PO Invoice AP Processor	ZPO_APPROC
Refer	Refer to PO Invoice Buyer	ZPO_BUYER
Refer	Refer to Requisitioner	ZREQUISITIONER
Refer	Refer to Receiver	ZRECEIVER

Basic Data | Line Items | Accounting | Tax | Process | Other Data

Manual Check Needed / 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	704.30 USD	Balance	0.00
Tax Amount	0.00	Tax Code	I0 Tax Rate 0.000
Unpl. del. csts	0.00		
Freight Amount	38.30		
		DN List	
PO Number	4500140130	PO List	

Image | History | Comments

AutoStore

AutoStore AS
Stokkastrandvegen 85
5578 Nedre Vats
NORWAY
Phone: +47 52 76 35 00
Enterprise: NO 974 533 014 MVA
VAT-no: NO 974 533 014 MVA

8328 - Oskar Benjamin Kringlebotten
oskar.benjamin.kringlebotten@autostoresystem.com
Phone: 52763651

Swisslog Logistics, Inc
161 Enterprise Drive

23603 Newport News , VA
USA

Account	: 10766
Delivery terms	: FCA Koszalin (Incoterms 2010)
Due date	: 24.03.2019
Pay terms	: 60 days net
Shipped by	: TNT GLOBAL EXPRESS
Your ref	: Margherita Reece
Our no	: CSA/113365
Yourno	: **4500140130**
Originating document	: **COA/122602**
Our ref	: **8328 Jaroslaw Kemus**

INVOICE

Invoice No.: CIN/129893
Date: 23.01.2019

Page: 1 of 1

Itm	Quantity	Reference	VAT%	Price	Amount
1	1 Pcs	AS-35018 CPU Board **Youritm**: 4500140130 Original Order Confirmation: COA/122602-1 **Reference no.**: CSA/113365-1 **Delivery date**: 2019.01.23 **Mfr**: AUTOSTORE **Origin**: NO **EUtaric**: 8473.30.20.00	0,00	666,00	666,00

Ship to: Swisslog Logistics Inc
161 Enterprice Drive
US - 23603 - Newport News - VA
USA

Freight	38,30
Sum USD	704,30
Total USD	704,30

Total weight: 0.3 kg
Volume: 0.002464 m3
Packages: 1

Remarks:
case 12843 - warranty
AUT-PL CSA/108964

1 / 1

Autostore terms of sale and delivery to apply.

Please be aware of our new bank accounts for the different currencies.

AGENT ROLE: ZPO/ZPNO_APPROVER [APPROVER]

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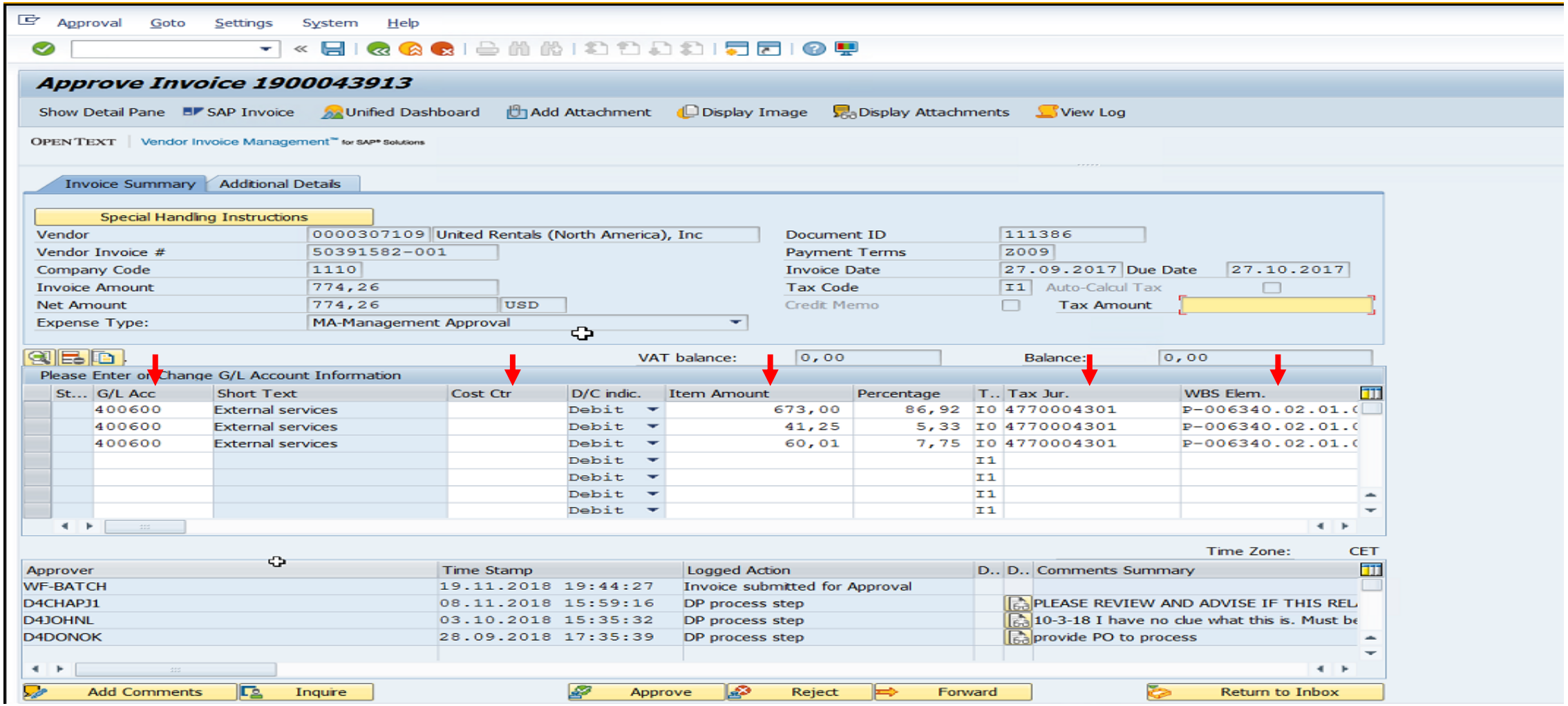
IN THE APPROVER ROLE THE EXPECTATION IS FOR THE USER TO REVIEW, CONFIRM AND APPROVER THE INVOICE FOR POSTING AND PAYMENT. THE INVOICE HAS BEEN MATCHED TO THE RELATED PO OR CODED TO THE RELEVANT COST CENTER OR WBS ELEMENT. THE APPROVER CAN EDIT THE GL ACCOUNT, ITEM AMOUNT, TAX JURISDICTION, WBS ELEMENT,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



HOW TO APPROVE

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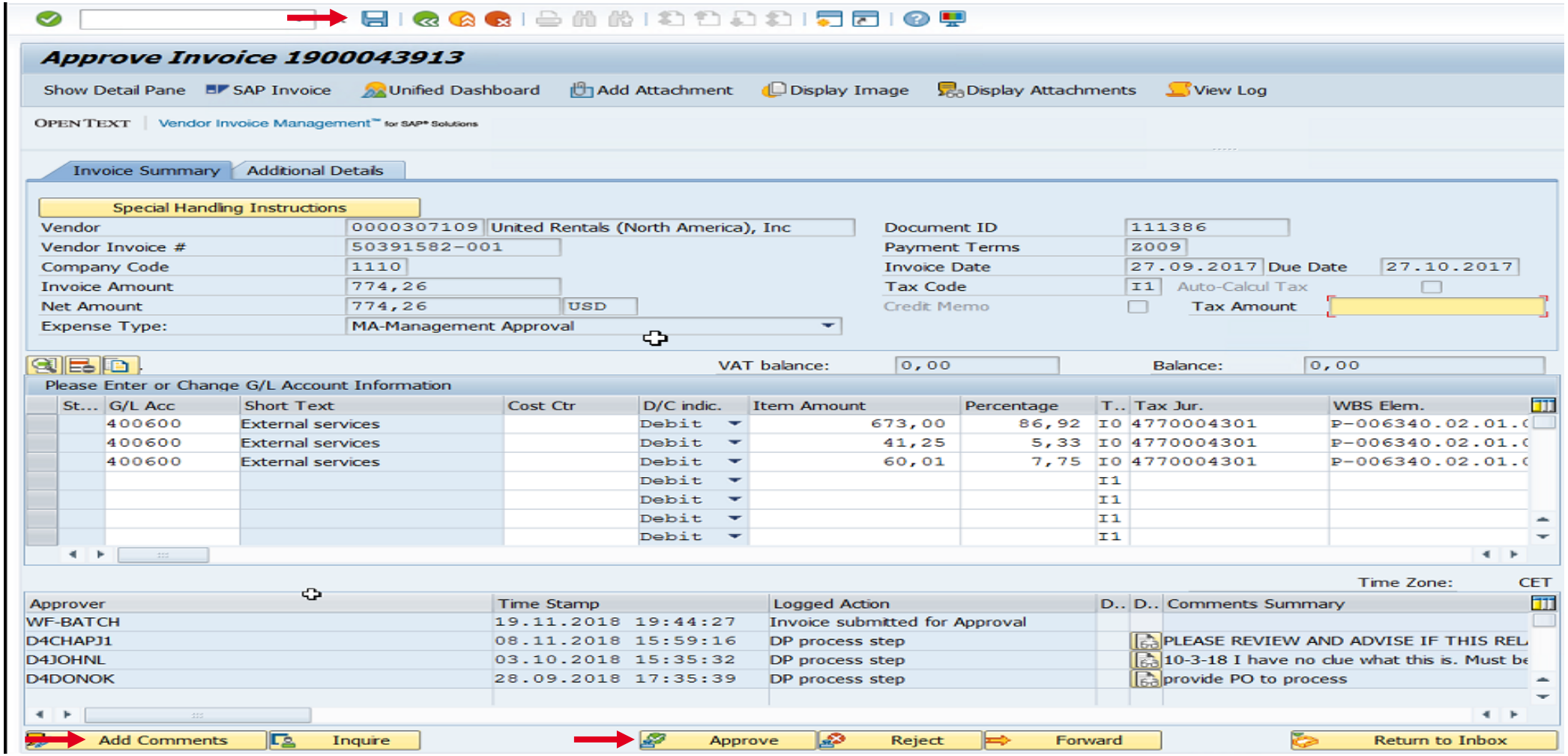
- IF ANY CHANGES ARE MADE PLEASE SAVE THOSE CHANGES PRIOR TO APPROVAL BY CLICKING ON THE BLUE DISK / POST ICON AT THE TOP OF YOUR SCREEN.

- 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



HOW TO APPROVE

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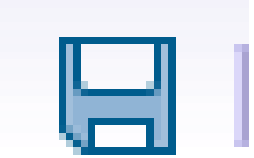
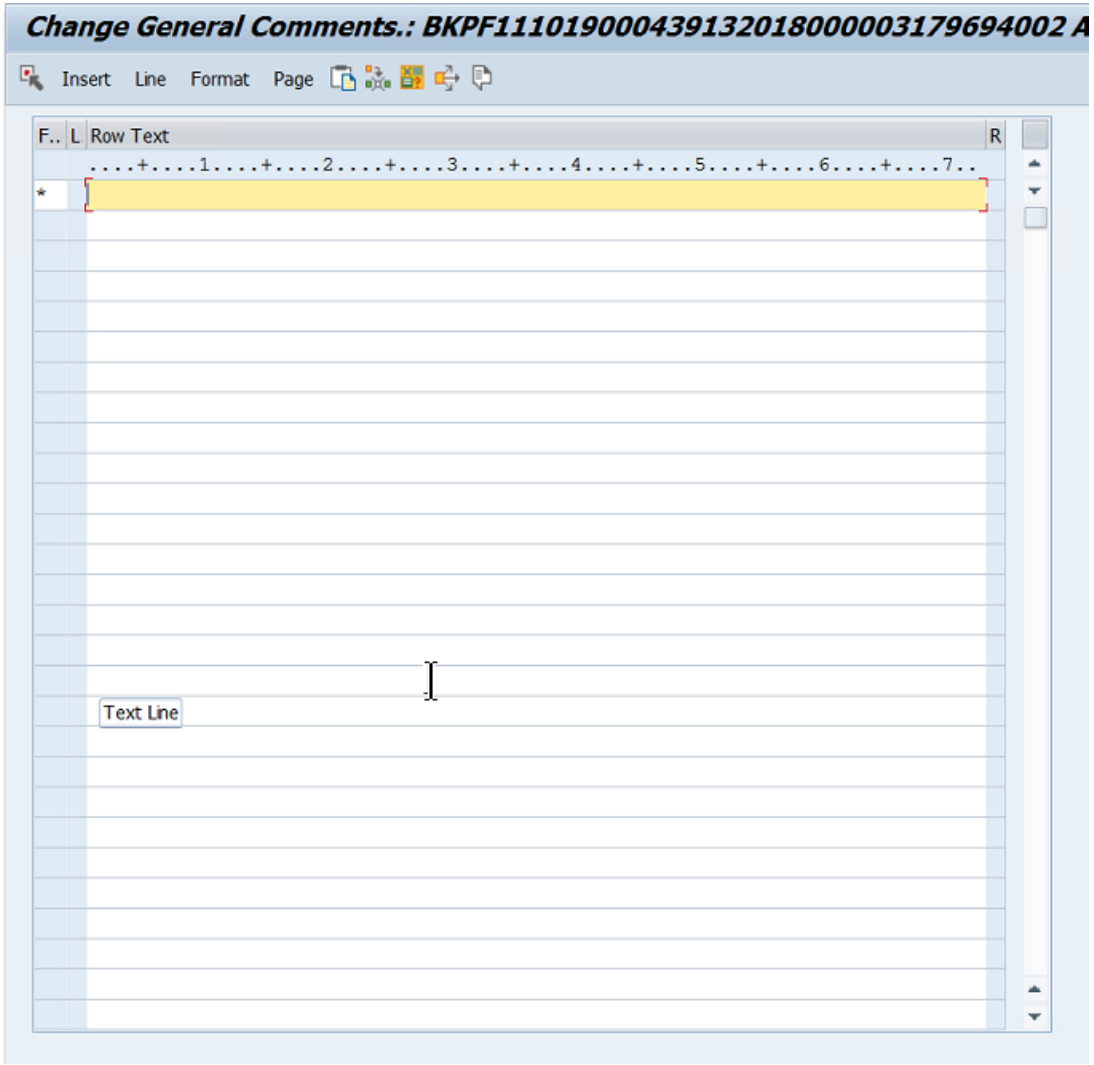
THIS SCREEN WILL APPEAR WHEN ADDING COMMENTS. ENTER THE NECESSARY DETAIL AND SELECT THE SAME BLUE DISK ICON AT THE TOP OF THE SCREEN TO SAVE THE INFORMATION. ONCE SAVED, SELECT THE GREEN CIRCLE ICON WITH THE DOUBLE WHITE ARROWS TO GO BACK TO THE MAIN SCREEN AND COMPLETE APPROVAL.



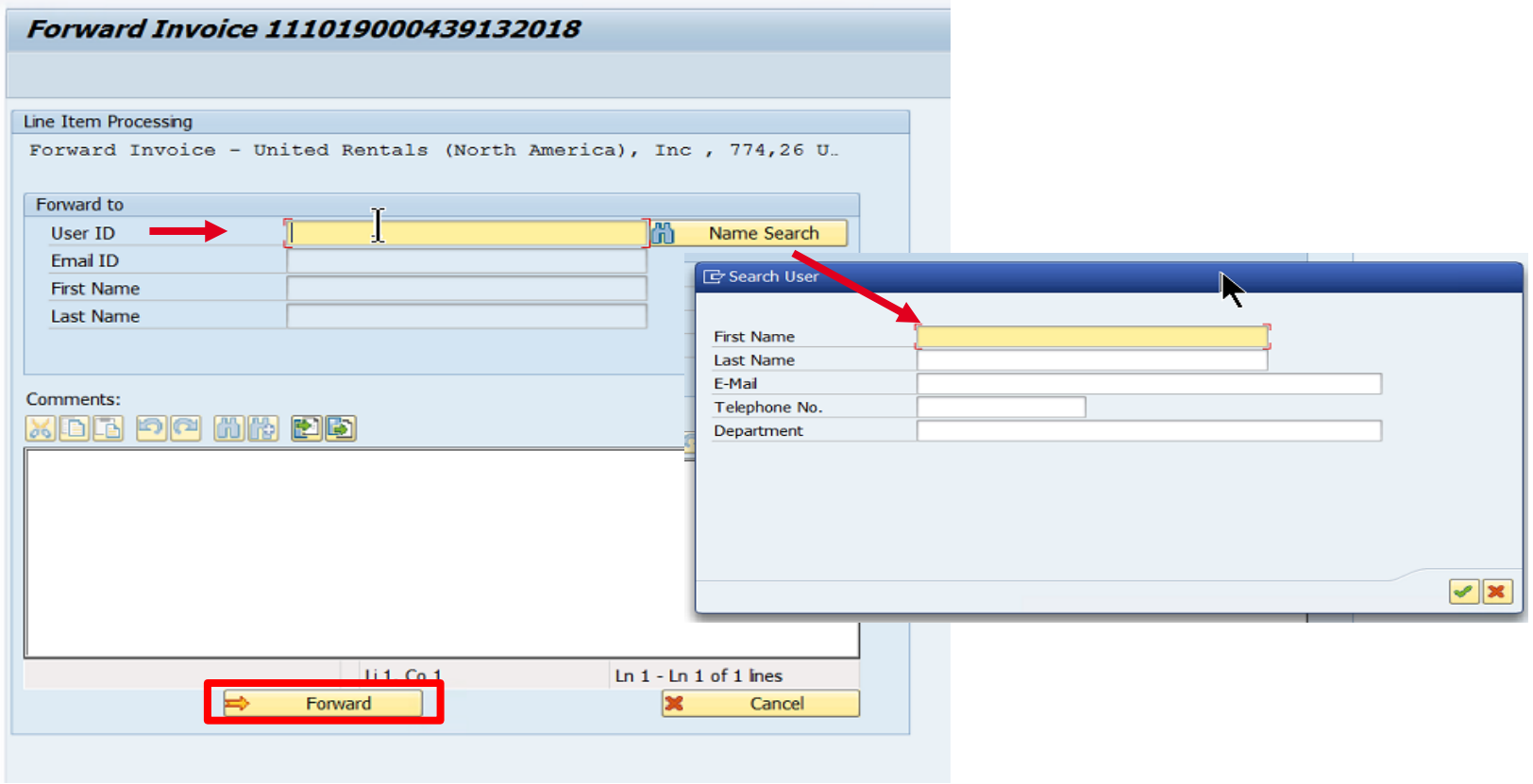
TO SAVE COMMENTS

TO RETURN TO THE PREVIOUS SCREEN



HOW TO APPROVE

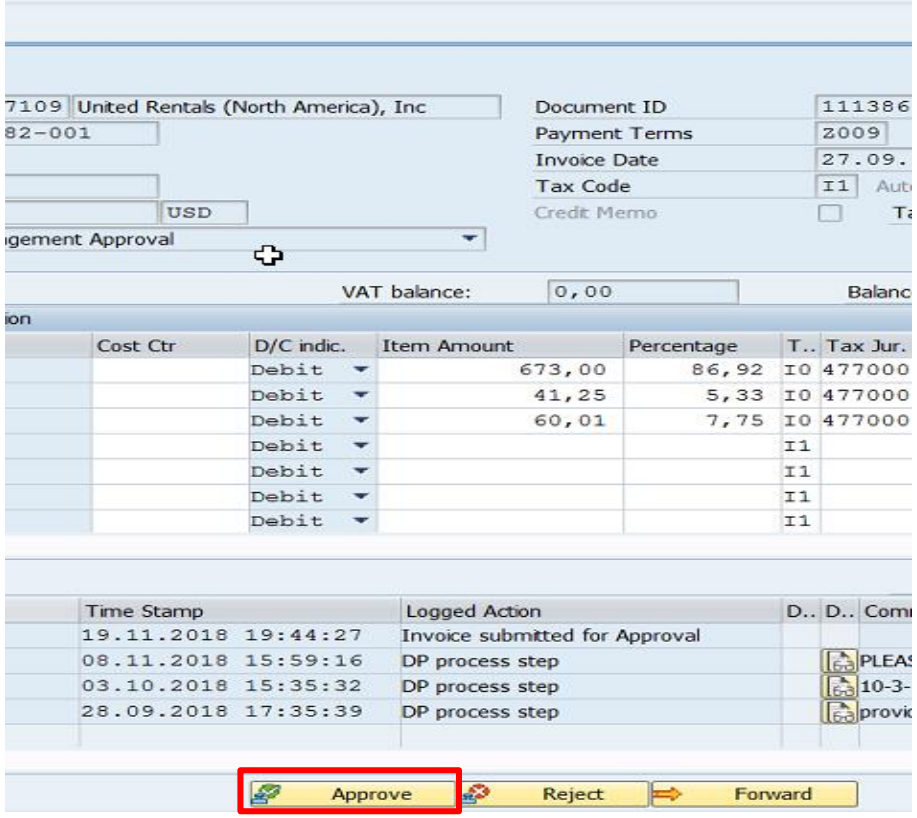
WHEN THE USER IS NOT THE CORRECT APPROVER THE TRANSACTION CAN BE FORWARDED BY SELECTING THE FORWARD BUTTON ON THE MAIN SCREEN. THE FORWARD INVOICE SCREEN WILL POPULATE. THE USER ID OF THE CORRECT APPROVER CAN BE ENTERED ALONG WITH COMMENTS ADVISING NEXT USER OF REASON FOR FORWARDING. **THE NAME SEARCH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

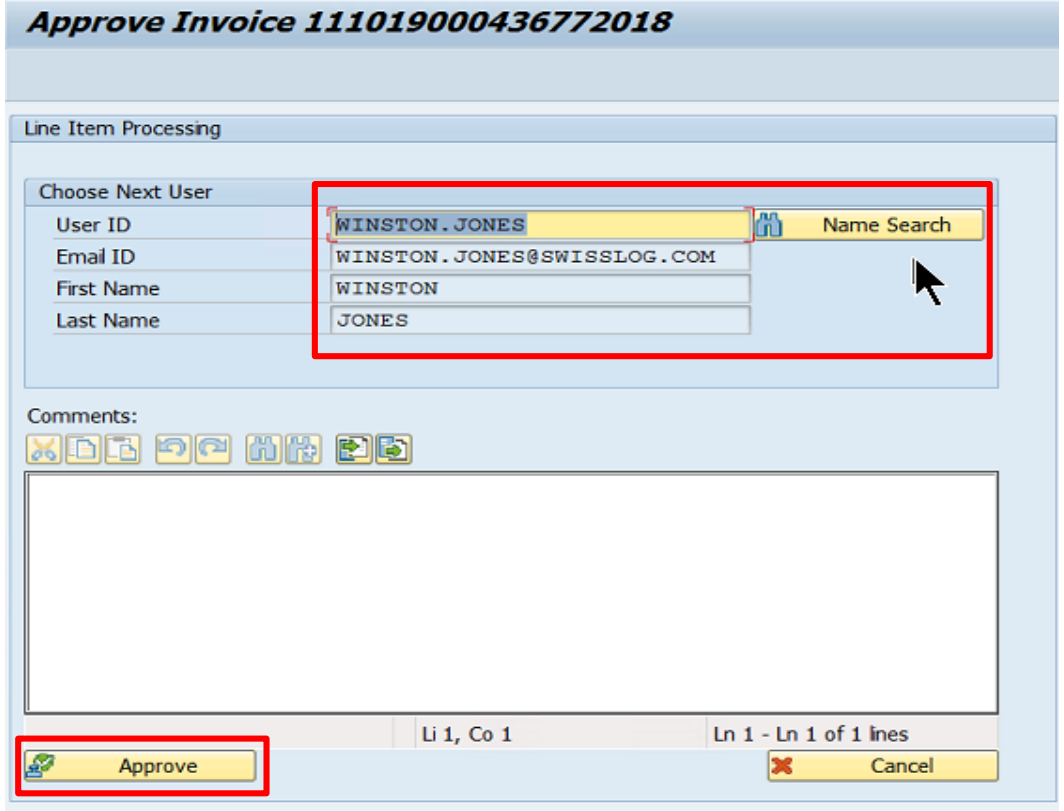


ONCE THE NEXT USER HAS BEEN CORRECTLY POPULATED SELECT FORWARD TO TRANSFER TRANSACTION FROM THE CURRENT WORKFLOW TO THE INTENDED USER'S WORKFLOW.

HOW TO APPROVE

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.***





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

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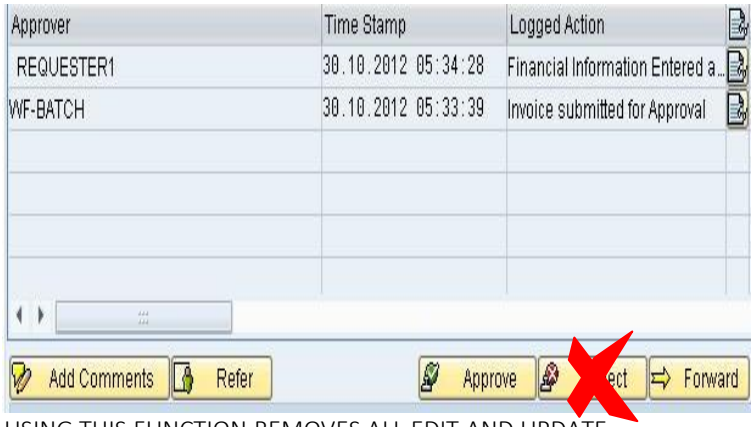
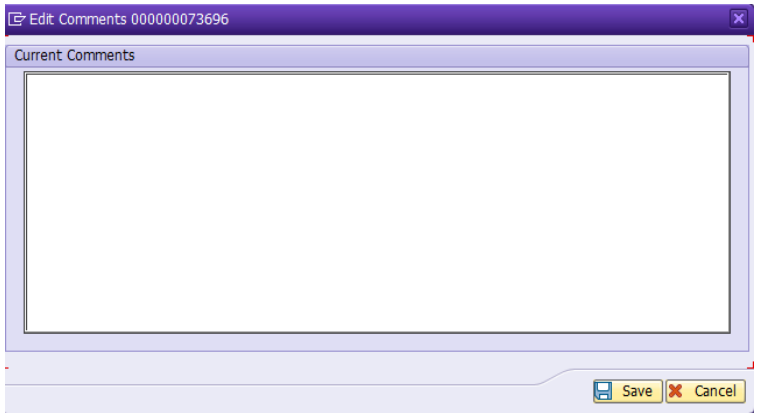
- **DO NOT UTILIZE THE REJECT FUNCTION**



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

- ADD COMMENTS
- BE SURE TO SAVE PRIOR TO EMAILING AP



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:

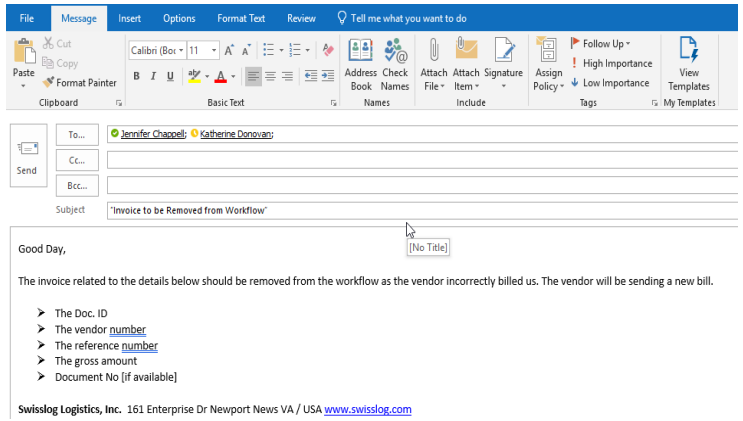
The Doc. ID

The vendor number

The reference number

The gross amount

Document No [if available]



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

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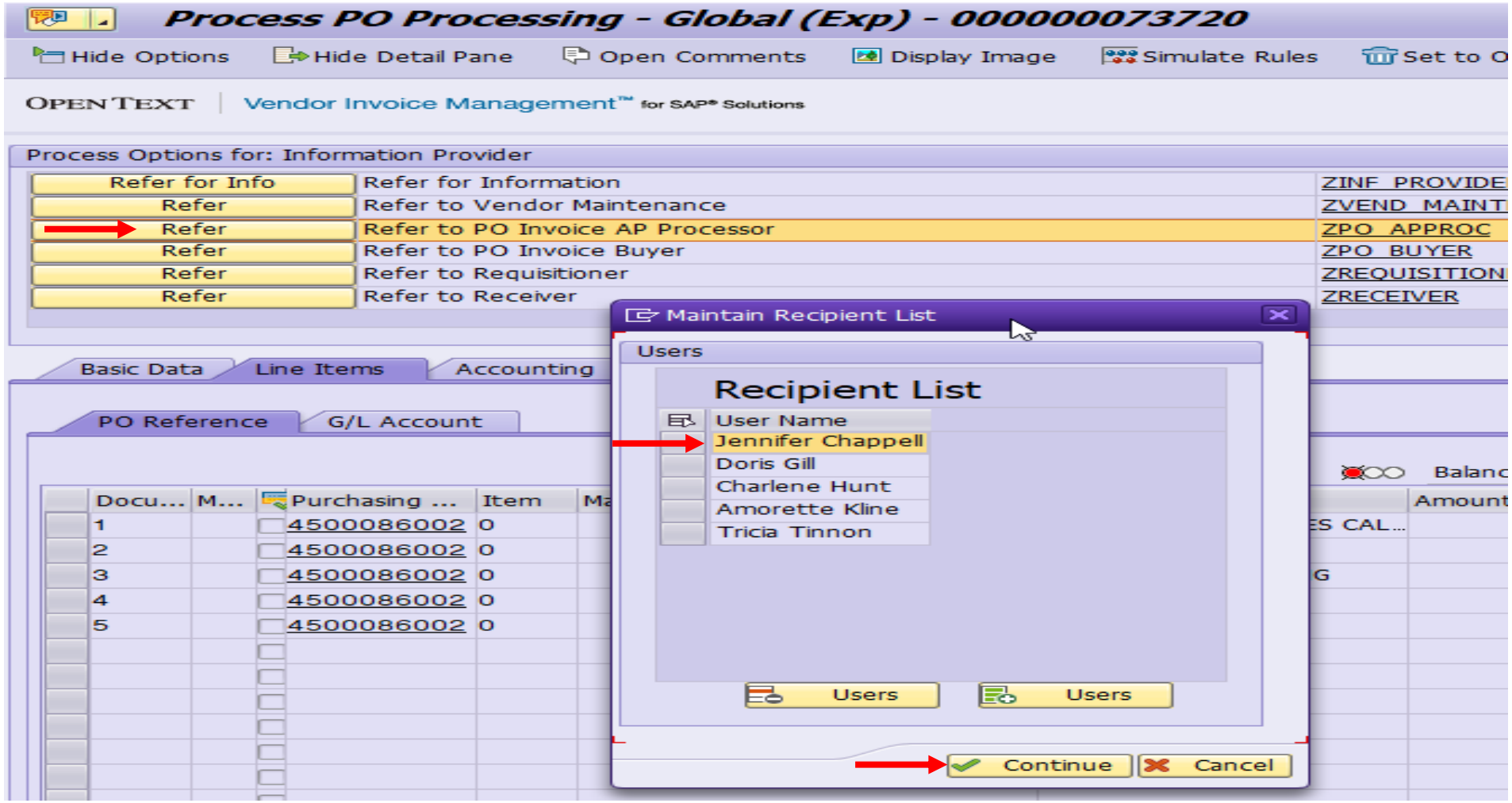
- SELECT REFER TO PO / NPO PROCESSOR
- SELECT AN AP PROCESSOR [JENNIFER CHAPPELL / KATHERINE DONOVAN]
- CLICK CONTINUE



REFERING ITEMS IN VIM TO ANOTHER USER

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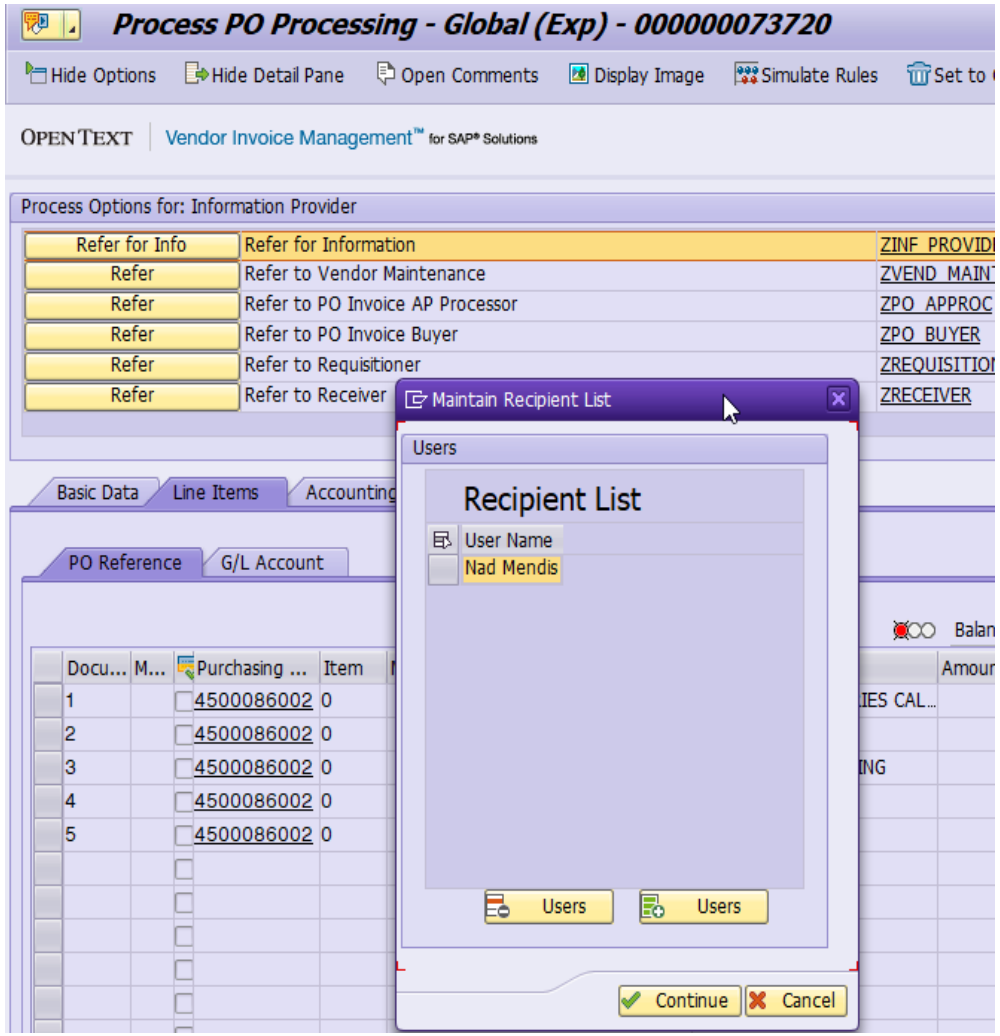
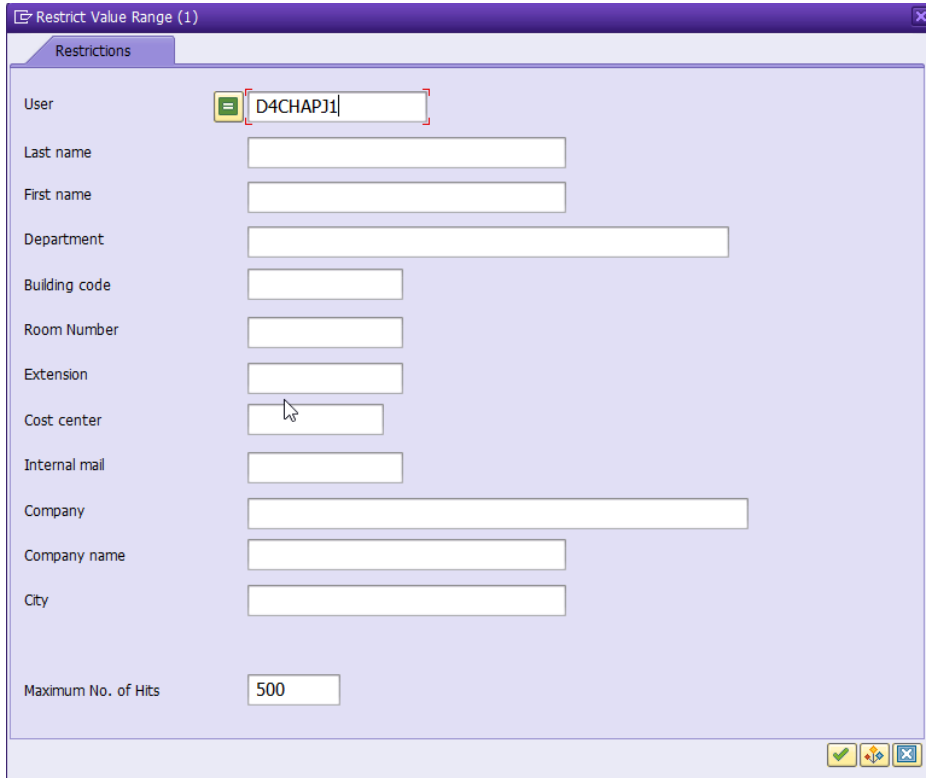
- SELECT THE RELEVANT REFERAL BUTTON
- SELECT THE GREEN USER BUTTON WITH THE PLUS SIGN



- ENTER THE USER “D4” OR H4”

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



REFERING ITEMS IN VIM TO ANOTHER USER

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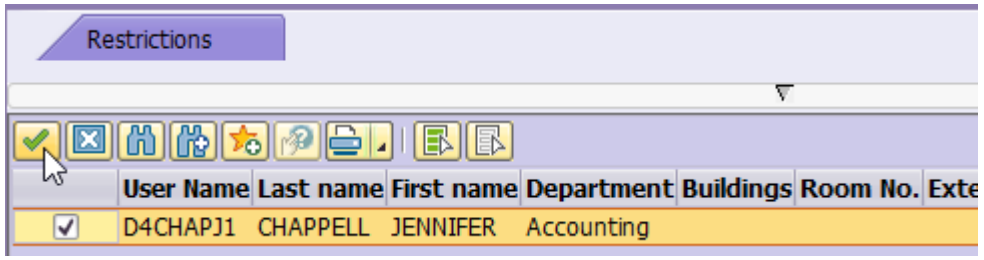
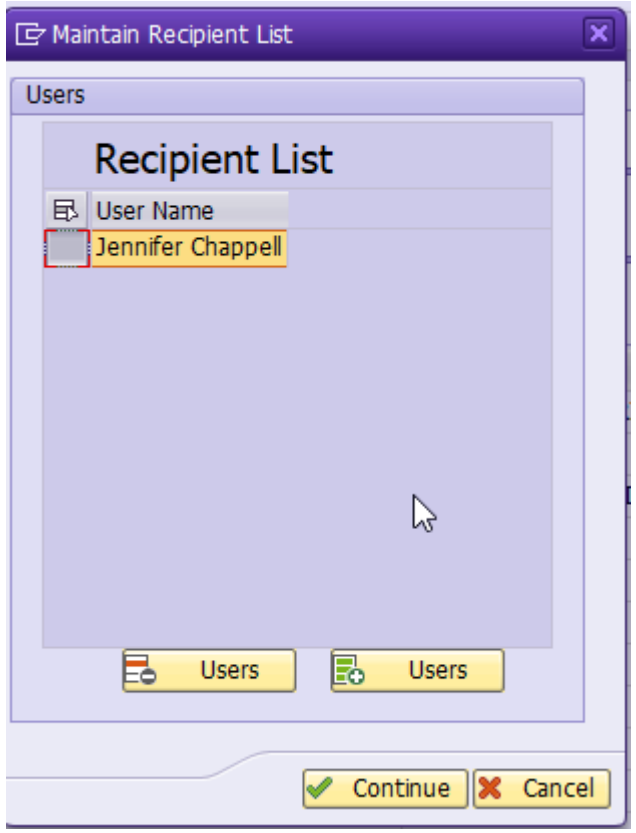
- THE USER NAME WITH POPULATE
- CLICK THE GREEN CHECK MARK



- REMOVE ANY OTHER RECEIPIENT NAMES

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



YOU CAN ALSO USE THE **RE-ROUTE ICON** ON THE VIM WORKPLACE SCREEN

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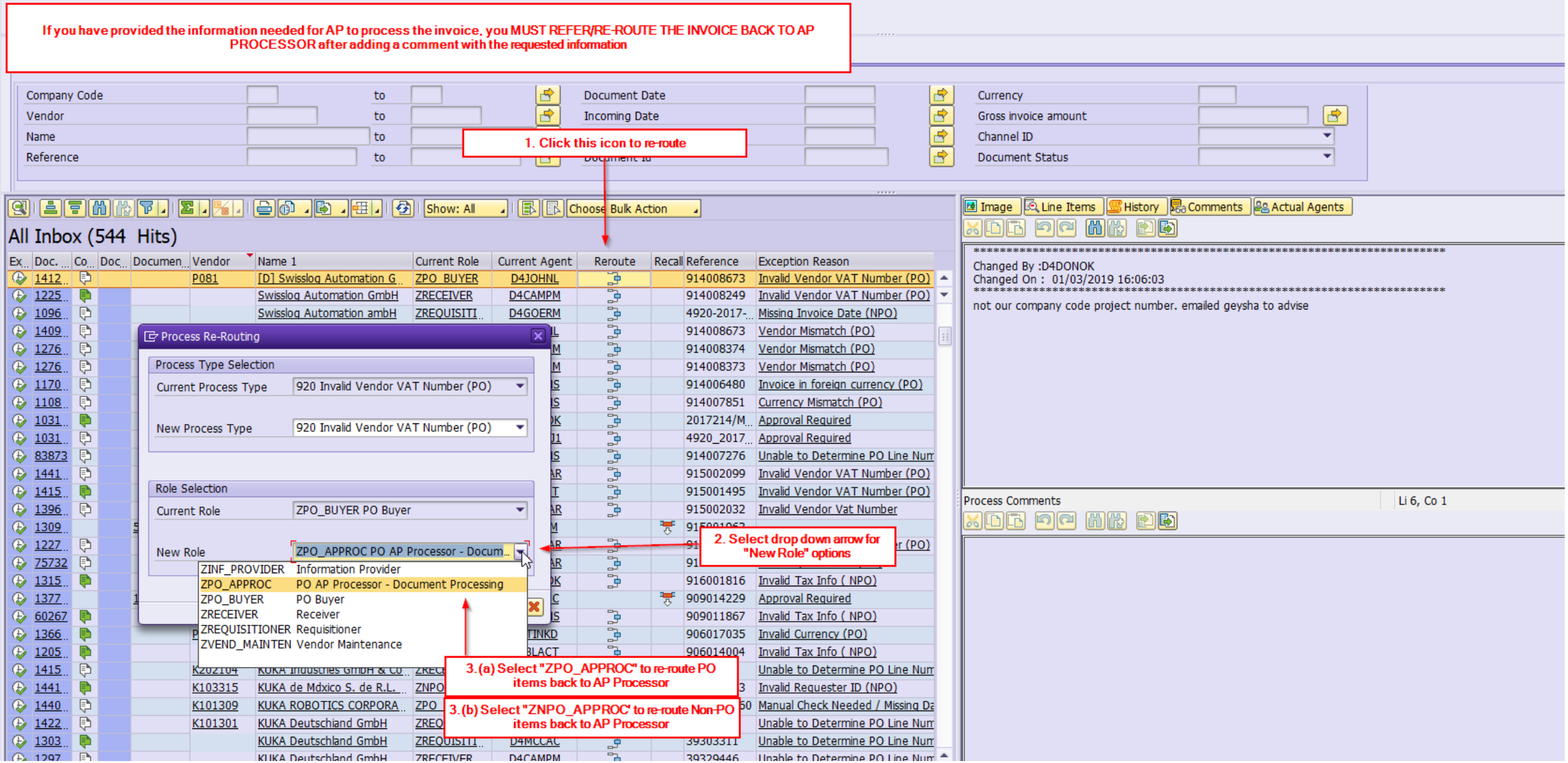

COMPLETING THE RE-ROUTE FUNCTION

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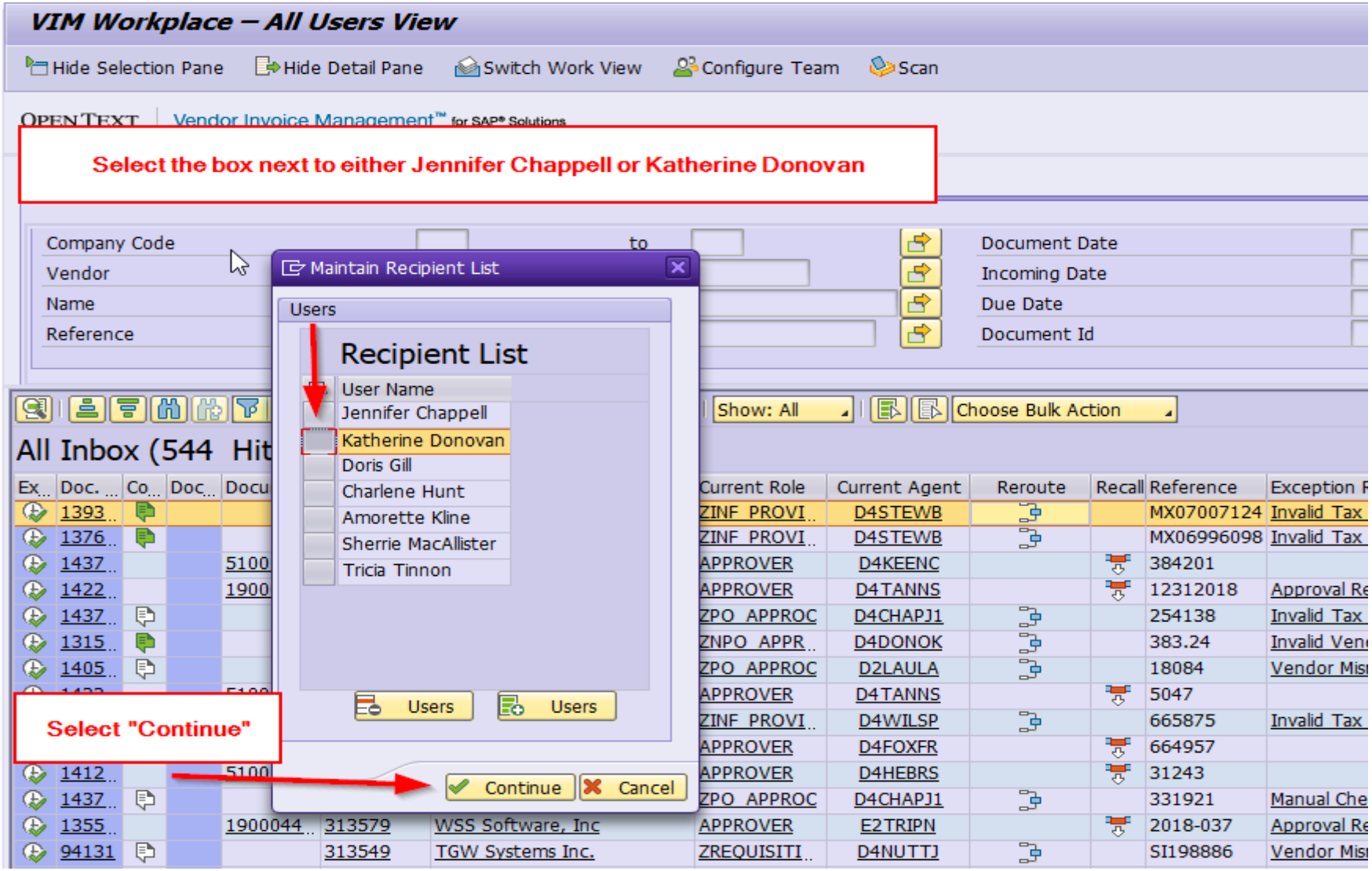

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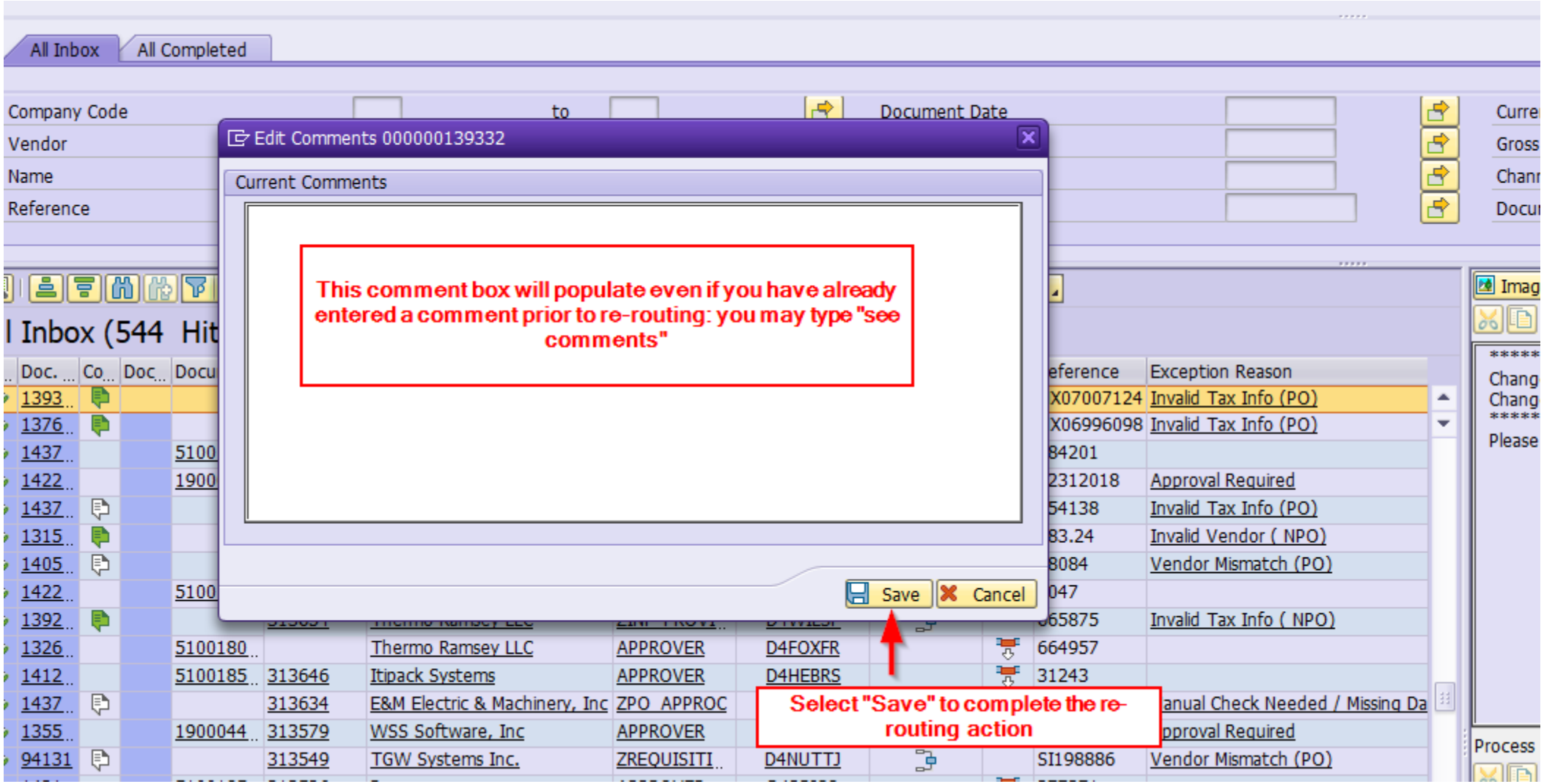
COMPLETING THE RE-ROUTE FUNCTION



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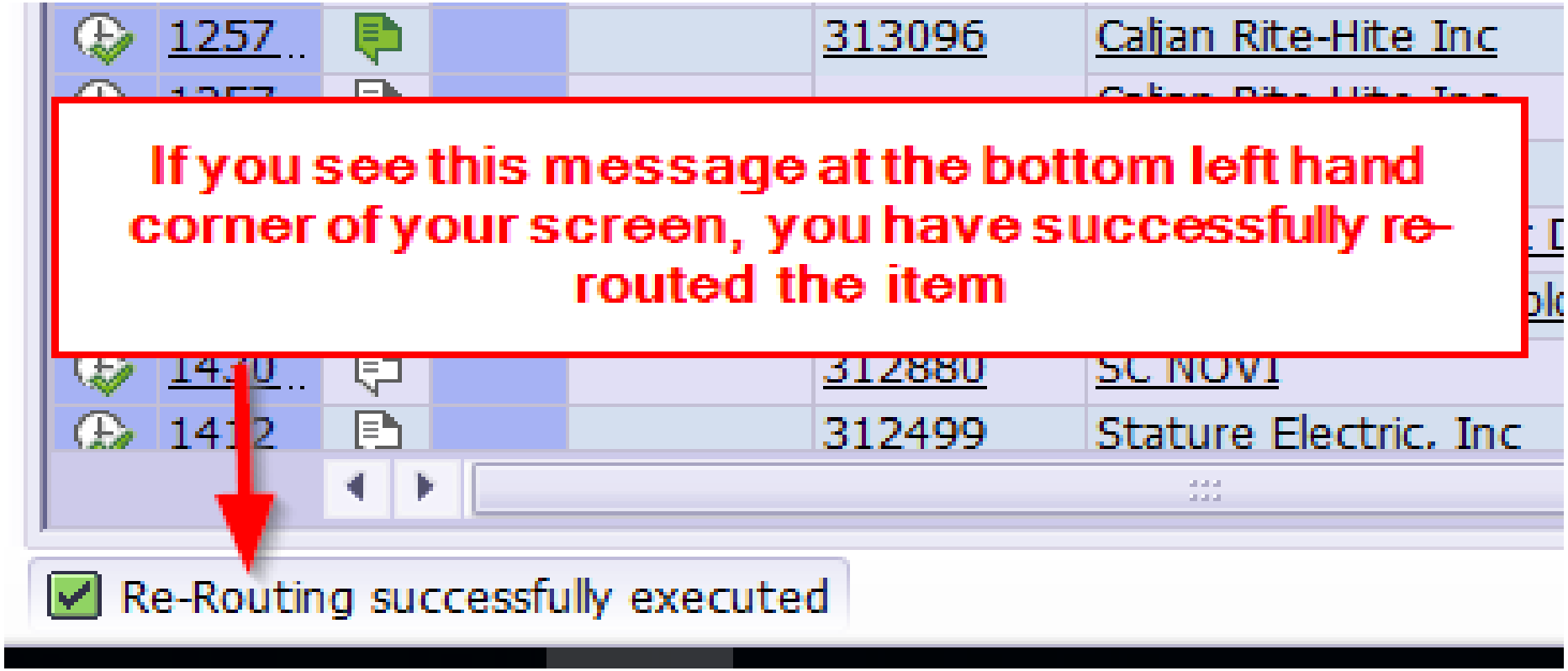
COMPLETING THE RE-ROUTE FUNCTION



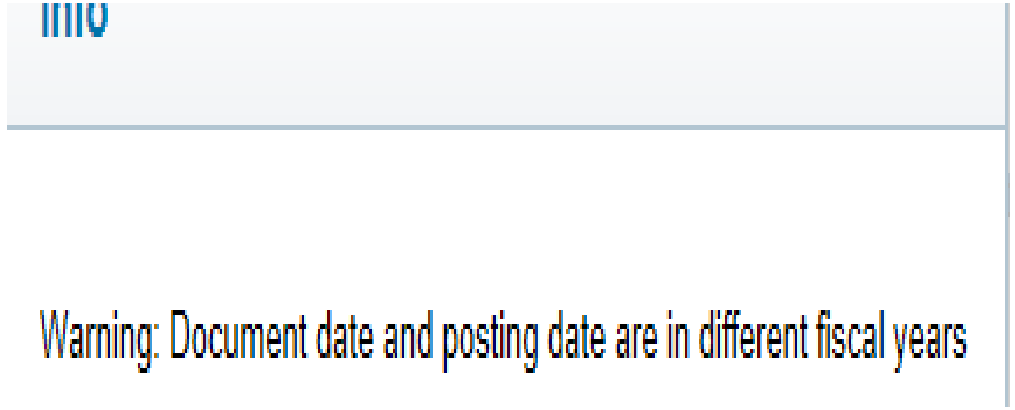
COMMON ERRORS

- 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.



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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 auto-generated 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

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- Error in determining next approver / The next approver is not specified

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.

- Document date and posting date are in different fiscal years

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.

- No chart of authority settings maintained

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.

- Posting only possible with zero balance

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.

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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
Geysha.quesada@swisslog.com
757-820-4460

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

Swisslog designs, develops and delivers best-in-class automation solutions for forward-thinking health systems, warehouses and distribution centers.

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