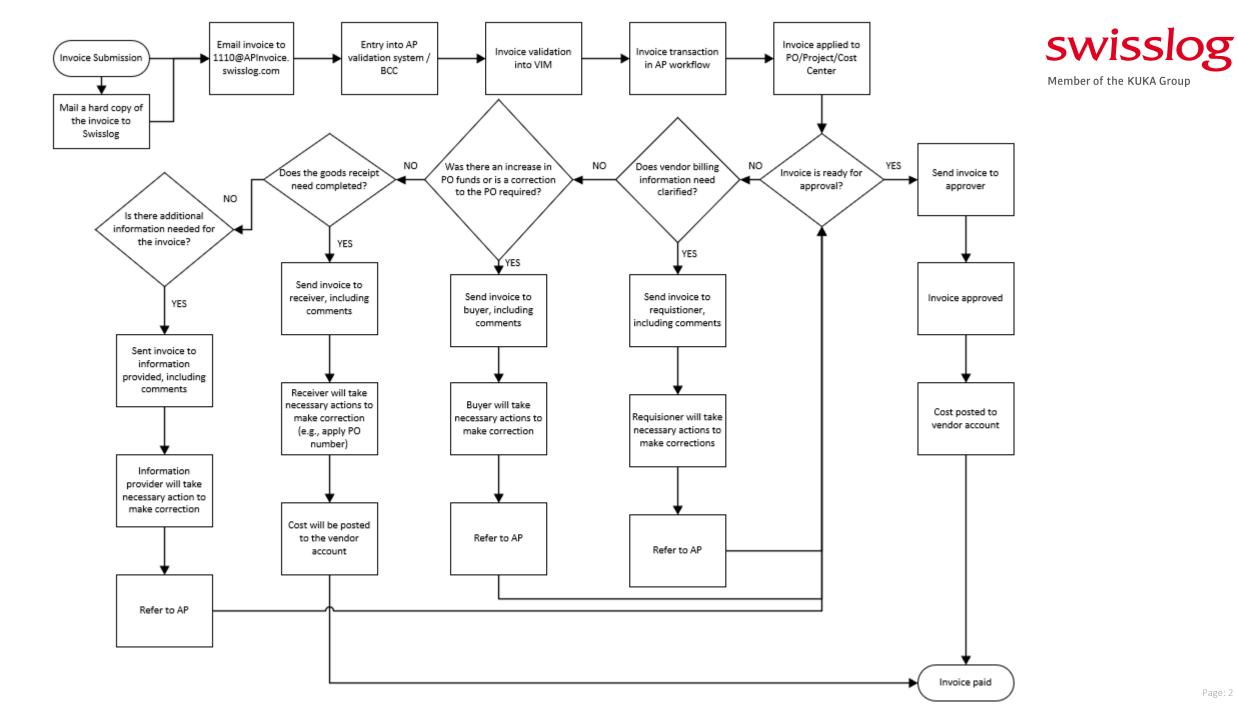




VIM USER TRAINING GUIDE

Author: Finance

Date: 1/23/2019



GETTING LOGGED IN TO SAP



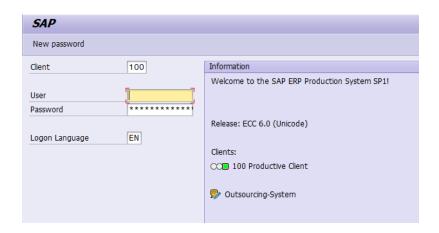


SELECT THE SAP ICON ON THE TASKBAR OR DESKTOP

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	* 🐨 🗉 🗄 🖻				
 Eavorites 	Name	System Descr	SID	Group/Server	Inst
 Shortcuts 	E 10			•	00
 Connections 	📲 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.

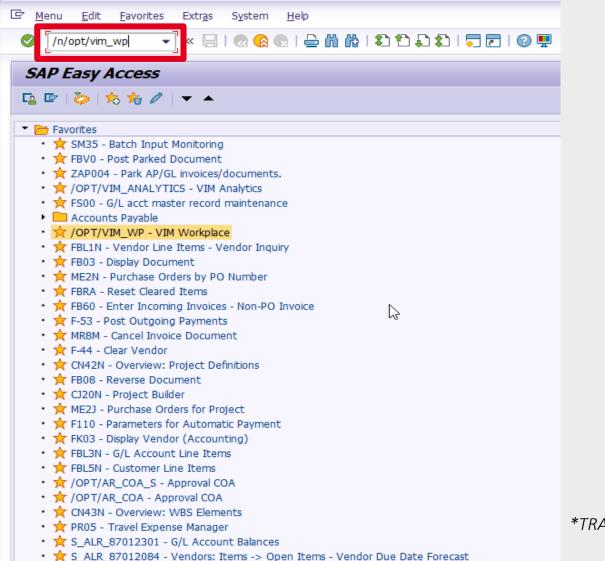
ENTER YOUR USER ID [D4 / H4] AND YOUR EMAIL ADDRESS

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

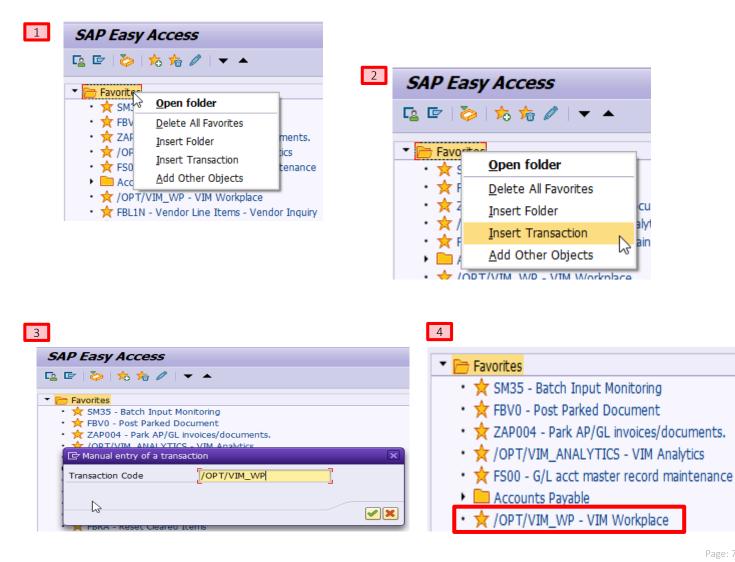
<mark>/N/OPT/VIM_WP</mark>

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

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OPEN TEX" Vendor Invoice Management	for SAP* Solutions				
	· .				
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Apply Edit	Reset				
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Vendor	to	Incoming Date		Gross invoice amount	
Name	to	Due Date		Channel ID	•
Reference	to	🖻 Document Id		Document Status	•
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THE VIM WORKPLACE FEATURES

VIM Workplace – Personal View

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OPENTEXT Vendor Invoice Management[™] for SAP* Solutions

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THE VIM WORKPLACE FEATURES CONT'D

VIM Workplace – Personal View

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OPENTEXT Vendor Invoice Management[™] for SAP* Solutions

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				β – Cι	urrent Age	nt Role					4 –	Current Age	ent ID			L CLAINS FOR ERRORS OF	RSHORTAGE		WITHIN 10 DAYS AFTER	RECEIPT OF GOODS. NO GOODS	TO BE	SUB TOTAL	74.65	1
									5						R	ETURNED WITHOUT WRITTE	EN AUTHORIZE	D OMEGA AR RE	TURN NUMBER.			E SALES TAX	5.89	
							_									Indictand by it will be as specified and the GAMANES NO OTHER WARRANTE	fee of defects in mail	ATIONS OF ANYKIND V	HATSOE VER. EXPRESSED OR I	PLED EXCEPTIMAT OF	SIAI	E GALES TAX	5.89	<u> </u>

THE VIM WORKPLACE – IMAGE DISPLAY



VIM Workplace – Personal View

👕 Show Selection Pane 🛛 🕒 Hide Detail Pane 🛛 🙆 Switch Work View 🖉 Configure Team 🕹 Scan

OPEN TEXT Vendor Invoice Management[™] for SAP* Solutions

c Bu	lk Act.			x Doc. Id Doc				DocumentNo			Reference	Crcy	Gross amnt Doc. Date	Posting Date		C/c	C): N	ME	2Л"			Invoice	No	Pa C0000067
,		68 2		<u>▶ 145597</u>	9		1110			623 Omega Engineering, In			105.39 01/22/2019					mega Engin							
	<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
	<u> </u>		_			_	1110			365 McGrath RentCorp	1850372 CIN/120722	USD	127.30 01/13/2019				010	C192872	TA		SC00445797	01/22/19 CARRIER		01/22 BUYER	2/19
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
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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	 Image: A start of the start of	Invalid Currency (PO)		ZPO_BUYER	Daniel Tinkler
63	Refer to PO Invoice Buyer	 Image: A start of the start of	Invalid Currency (PO)		ZPO_APPROC	Katherine Donovan
	Workflow Start	 Image: A start of the start of	Invalid Currency (PO)			JOBUSER
	Update status	 Image: A second s		Validation Complete		Jennifer Chappell
	OCR Validation	 Image: A second s		Sent for Validation		Jennifer Chappell
	DP Trigger	~		Ready for Validation		JOBUSER
	Update status	 Image: A second s		Extraction Completed		XOTX_REC
	OCR Extraction	 Image: A second s		Sent to OCR		XOTX_REC
	IDH Trigger	 Image: A second s		Sending data to ICC Dispatcher		JOBUSER
	Early Archiving	 Image: A second s		Scanned		JOBUSER
	IDH Trigger	 Image: A second s		Processing Archiving		JOBUSER
	IDH Trigger	 Image: A start of the start of		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 1 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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My I	My Inbox (33 Hits)													
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040	<u> </u>		<u>142898</u>	9 💆	Image: A start and a start	1110			<u>307598</u>	ACLA USA	045518	USD	1,749.06	01/11/2019

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

9	역 🚔 👕 🕅 🟠 🍞 🚬 🏝 🦓 🔎 🚔 🚱 그 🖽 그 🚱 Show: 500 🗳 💽 🚯 Choose Bulk Action 🗳																	
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040		6	2	æ	<u>142898</u>		9		Image: A start and a start	1110			<u>307598</u>	ACLA USA	045518	USD	1,749.06	01/11/2019
	THE	W	ORKF	LO	W HI	sto	RY	OR	SCR	OLL IO	CON DIS	PLA	AYS A	TECHNICAL TR	ANSACTIC	DN FL		IART



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. ¹PLEASE REVIEW THE HISTORICAL COMMENTS BY SELECTING THE COMMENS TAB ABOVE THE IMAGE. ²THEN SELECT "OPEN COMMENTS" TO PROVIDE THE REQUESTED INFORMATION. ³ONCE COMPLETE – REFER THE ITEM BACK TO THE AP PROCESSOR FOR UPDATE AND CONTINUED PROCESSING.

Process PO	Process PO Processing - Global (Exp) - 000000138018										
Hide Options 🛛 🕞 Hide De	etail Pane 🛛 🎈 Open Comments 🛛 Display Imag	e 📅 Set to Obsolete 🖙	Rescan 🔂 Help								
OPENTEXT Vendor Invoi	2 ice Management [™] 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:	
IBAN	ES1400491800182210514218	Bank number	491904 Display Ban			TEL. 104 84 401784 I/Pax. 1				NIF:	
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)*. ¹PLEASE REVIEW THE HISTORICAL COMMENTS BY SELECTING THE COMMENS TAB ABOVE THE IMAGE. ²THEN SELECT "OPEN COMMENTS" TO PROVIDE THE REQUESTED INFORMATION. ³ONCE ACTION IS COMPLETE – REFER THE ITEM BACK TO THE AP PROCESSOR FOR UPDATE AND CONTINUED PROCESSING.

Hide Options 🕒 Hide De	etail Pane 🛛 📮 Open C	omments 🛛 🔀 Display Ima	ge 🛛 📆 Set to O	bsolete 🖾	Rescan 🔂 Help)									
OPENTEXT Vendor Invoi	ice Management [™] for SA	AP* iolutions													
Process Options for: PO Buyer									Image 🧕	迟 History 🛛 尾	Comments]			
	ply Business Rules fer for Information			ZINF PR				G	ገ ጥ		Q1 () (1) /	1 79.9% 🔻		? s
	fer to PO Invoice AP Pro	ocessor		ZPO AP						– –	· 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									
The "Apply Rules" of	option should r	not be used							INV	OICE/					torage Solutions
Basic Data Cline Items	Accounting 1 a	x Process Potner D	dla							STANT.S.A.				F	ACKING DIVISION
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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					
IBAN	ES1400491800182	2210514218	Bank number		491904)isplay Bank		48170 2	o 105-1 A Zamudio(Vizcaya) SF					
			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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			DN List												
PO Number	4500061226		PO List										BAS	E IMPONIBLE	293.621,30

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)*. ¹PLEASE REVIEW THE HISTORICAL COMMENTS BY SELECTING THE COMMENS TAB ABOVE THE IMAGE. ²THEN SELECT "OPEN COMMENTS" TO PROVIDE THE REQUESTED INFORMATION. ³ONCE ACTION IS COMPLETE – REFER THE ITEM BACK TO THE AP PROCESSOR FOR UPDATE AND CONTINUED PROCESSING. ⁴IF 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 Non-PO AP Processor	3 ZNPO APPROC		r i	Barry-Wehmiller Design Group		
	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
Basic Data Line Item	ns Accounting Tax Process Other D	Data		 N	lewport News, VA 23603, USA FI	5500 Fremont Blvd remont, CA 94538, USA	Invoice Date : 30-Sep-2018 Currency : USD
				^	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.

Process Po	O Processing - Global (Exp) -	000000145596
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Refer for Info	Refer for Information	ZINF PROVIDER
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 4 1 4] 🕑 🖷	9				
Approve In	voice 1900043913									
				(Dec.)	_			—		
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 [™] 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.	1771
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400600	External services		Debit 💌		41,25			4770004301	P-006340	
400600	External services		Debit 💌		60,01	7,75	IO	4770004301	P-006340	.02.01.0
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4 F ===			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 । 🗮 🗖 । 🕝	!!		
Approve Invoice 1900043913					
Show Detail Pane 🛛 SAP Invoice 🛛 🔬 Unified Da	shboard 💾 Add Attachment	🜔 Display Image	🞭 Display Attachmer	nts 💶 View Log	
OPENTEXT Vendor Invoice Management ^{The} 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.
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400600 External services	Debit •			0 4770004301	P-006340.02.01.0
400600 External services	Debit •			0 4770004301	P-006340.02.01.0
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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	
		√ ×
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
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		Debit 💌		60,01	7,75	IO	47	7000
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		Debit 🔻				I1		
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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 [*] A [*] 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 [™] for SAP	Solutions			
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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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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					
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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	
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Basic Data Lir	e Items Acco	unting	Recipie	ent list		
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			Had Herida	.		
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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
 Image: A state of the state of	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)
 <u>1415</u> <u>1396</u> 	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 [™] 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				
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🚱 <u>1437.</u> 🔁		ZPO APPROC	D4CHAPJ1	.		254138	Invalid Tax			
🚱 <u>1315</u> 📮		ZNPO APPR	D4DONOK	3		383.24	Invalid Ven			
🚱 <u>1405.</u>		ZPO APPROC	D2LAULA	3		18084	Vendor Mis			
E100	🔁 Users 💽 Users	APPROVER	D4TANNS		7	5047				
Select "Continue"		ZINF PROVI	D4WILSP	3		665875	Invalid Tax			
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<u>1412</u> <u>5100</u>	Continue X Cancel	APPROVER	D4HEBRS		- ×	31243				
land 1437		ZPO APPROC	D4CHAPJ1	3		331921	Manual Che			
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🚯 <u>94131</u> 🔁	313549 TGW Systems Inc.	ZREQUISITI	D4NUTTJ	.		SI198886	Vendor Misi			

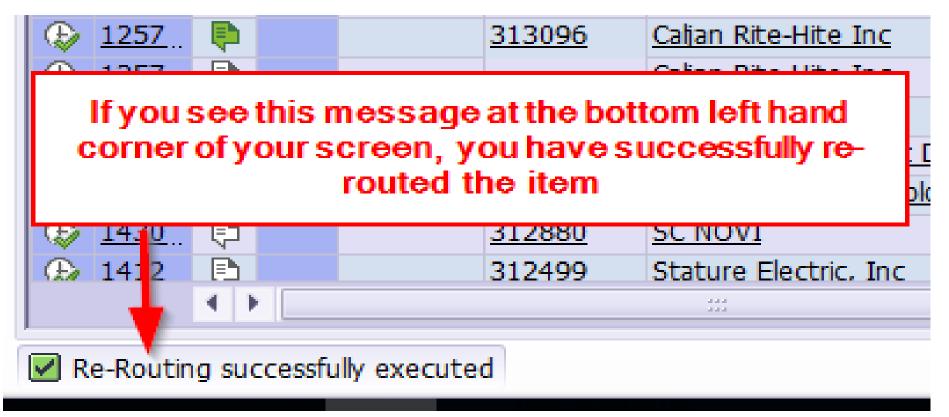


COMPLETING THE RE-ROUTE FUNCTION

	All Inb	ox	All C	omplete	ed]										
	Company	Cod	e	_			t	0			Docu	ment Date	_		8	Curre
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,	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

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

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