

VIM Workplace Exception Return to Vendor

Overview

How to reject invoice to vendor.

Instructions

- Login to SAP to access VIM
 - VIM will be another accessible main tab in SAP
- Solution VIM Portal: VIM | Process Transactions | VIM Workplace | Personal View

Welcome TESTING MO_CLERK12	
Home Systems Access Request Recruiting VIM	
Process Transactions Reports	
Overview	
Detailed Navigation	
VIM Integrated Invoice Cockpit	LICE QA System
VIM Workplace	
Portal Favorites	

• Switch Work View | All Users View



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VIM Workplac	ce – Personal	View		
Hide Selection Pane	📲 Show Detail Pane	Switch Work View	🚨 Configure Team	🔂 Refresh
My Inbox My Per	nding My Completed	1		
Company Code Vendor Name Reference	C Switch Work	View × iew 's View v iew	to to to to	

- □ Displays all DP Documents with issue/s
 - Use bottom scroll bar to access the Exception Reason column (along with other columns such as PO, Vendor, Invoice, Discount, etc.)
 - Any column can be sorted or filtered by using the various function icons



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VIM Workplace – Personal View			
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□ Click "Execute" icon to access invoice



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040		ଟେ	2	æ	2000000749		Price Discrepancy Exist (PO)	þ		BUYER	<u>VBHEEMA</u>

- A separate screen, displaying the invoice image, will appear
 - User can close the invoice image window or keep window open to review



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File Edit View Favorites Help	
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WE SPECIALI CUSTOM 7	IZE IN CONVERTIBLE TOPS * COMPLETE AUTO UPHOLSTERY MADE SEAT COVERS * TRUCK CUSHIONS, BOATS
2011 5 (1)	(323)266-6568 MMRIC RLVD., LOS ANGELES, CA 90023-3197
MAME LO	SANGELES UNIFIED
ADDRESS	SCHOOL DISTRICT
TELEPHONE: #	D. D. # 4500513/19
	INPE OF VEHICLE DATE 9-11-19
QUANTITY	DESCRIPTION Unit price Amount
	Re-pholstery
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□ Click "Yes" if Security Alert window appears



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Security	y Alert	۲
ß	The identity of this web site or the integrity of this connection cannot be verified.	
	 The security certificate was issued by a company you have not chosen to trust. View the certificate to determine whether you want to trust the certifying authority. The security certificate date is valid. 	
	The security certificate has a valid name matching the name of the page you are trying to view.	
	The security certificate uses a strong signature.	
	Do you want to proceed?	
	Yes No View Certificate	

Process Options and other DP Document fields are now accessible





VIM Workplace Exception Return to Vendor

Process PO Proc	essing - Maintena	ance & Operations - 0020	00000714		
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Process Po	0 Processing - Ma	aintenance & Operations	- 002000000714		
🖰 Hide Options 🛛 🕞 Hid	de Detail Pane 🛛 😚 Displa	ay / Change 🛛 🗘 Open Comments	🚱 Submit 🛛 🙍 Display Image	e 🗱 Simulate Rules	🐨 Set to Obsolete 🚺 Display Messages 📩 Help
rocess Options for: AP P	rocessor				Image Stistory RaComments
Change Doc Type	Change Document T	уре			File Edit View Favorites Help
Apply Rules Return to Vendor	Apply Business Rules				🔒 😂 🔍 🔠 🚍 💐 🦯 🕫 🕖 🏓
Vendor Communicatio	n Vendor Communicatio	ion			
Add Supporting Doc	Attach Supporting Do	ocuments		A	
Refer	Refer to PO Invoire A	AP Processor		AP_PROCESSOR	
				1	TAN/O/CE
Basis Data Line It	ame Accounting 7	Tax			INVOICE
Basic Data Clife It	ems r Accounting r I	Tax Process			C & C TOP SHOP
Missing Mandatony Tof	formation (PO)				WPHOLSTERY 2484
/endor Data	onnacion (no)				Free Estimates
Vendor Number	1000006467)isolay Vendor			CUSTOM MADE SEAT COVERS ' TRUCK CUSHIONS, BOATS
Vendor Name	G & G TOP SHOP & UP	HOLSTERY			3811 E. OLYMPIC BLVD. , LOS ANGELES, CA 90023-3197
Name 2					NAME LUS ANGELES UNIFIED
Street / House No	3811 E. OLYMPIC BLA	VD	Country / Region	US CA	ADDRESS SCHOOL DISTRICT
Postl Code / City	90023 LOS ANGE	ELES	PO Box G	Group	
,					TELEPHONE: 4 12 ++ 4500513/19
Recipient Data					V- U, H-1, 00 , 0, 1, 1
Company Code	1000				TYPE OF VEHICLE DATE
					9-11-19
Invoice Data					QUANTITY DESCRIPTION Unit price Amount
Trans./event	Invoice	•			(D. a. J. SPAT- BACKS Yat X000
Reference Number	2484	Document Date	Ľ		(d) Hud. SCIPI-LANGE CO
Auto-Calculate Tax	✓				
Gross Amount	80.00 t	USD CO Balance	1.80		MH TO (14) 20 00
Total Tax Amount	0.00				LABOR 6000
Vendor Charged Tax	0.00				TAX LISO
Discount Amount					
Freight Amount					APPROVED FOR PAMAENT
		Requistioner	TWSMAX		SUNATIES TECONY Markey
PO Number	4500513119	PO List			X 999 N/2019 SUBTOTAL SO PO
					ALL WORK DESCRIED ABOVI TO MY SATISFACTION. I GIVE NEWISSION TO
					PURPOSES, G & G TOP SHOP WILL NOT BE HELD RESPONSIBILI FOR LOSS OR DAMAGE TO VEHICLE OR ARTICLES LITTIN VEHICLE IN CASE OF ITEE TOTAL 81 80
					"THEFT, ACCIDENT OR ANY OTHER CAUSE BELOWD HILL CONTINUE
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Reject invoice to vendor

• Click "Return to Vendor"



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Hide Options	🕒 Hide Detail Pane	Den Comments	💆 Display Image	🗱 Simulate Rules	📅 Set to Obsolete	! Display Mes
Process Options fo	or: AP Processor					
nge Do	c Type Change (Oocument Type				
Apply Ri	ules Apply Bu	siness Rules				
Return to V	/endor Return to	o Vendor				
Vendor Comm	unication Vendor (Communication				
Add Support	ing Doc Attach S	upporting Documents				A
Refer	Refer to	PO Invoice AP Processor			AP PROC	CESSOR T
4 1						4 1

"Confirm Action Selection" window will appear
 Click "Yes"

⊡ Co	nfirm Action Selection	X
Ø	Execute option Return to Vendor?	
	Yes No Cancel	

• "Return to Vendor" screen will appear



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Return to Vendor			
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Return to Vendor			
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	Additional Documents		
E-Mail Address: bdavidson@vistapaint.com	File Type	Arch. Doc. Type	Arch.Date Arch.Tim
CC Requester:	- 48 - 48		00:00:00
			00:00:00
Subject: Unable to Pay – Resubmit Revised Invoice	□ <u>&</u>		00:00:00
☑ Attach Invoke Image			
Reason	Language: EN		
Goods not received	Mail Template		
Price issue	/OPT/VIM_RTV_EXAMPLE		
Quality issue			
Quantity issue			
Depicate invoice			
Missing or incorrect PO number			
Facilities- After the Fact.Contract/Task Order Expired	Concerto Devidence		
Biling Period not within NTP/Task Order/Work Authorization or Contract Period	Broviow		
	Freview		
Comment for Vendor DP Process Comments			
			4
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- Confirm vendor email address
 - If incorrect, delete current information and enter correct vendor email address
 - o Additional email address(es) can be added, if needed
- Subject field auto-populate with specific information
- "Attach Invoice Image" box is checked
- Check necessary box(es) in the "Reason" section pertaining to invoice issue(s)
- Enter necessary comment(s) in "Comment to Vendor" and "DP Process Comments" fields
 - o "Comment to Vendor" this will appear on email communication to vendor
 - o "DP Process Comments" this is an internal notation for VIM users
- Select Mail Template
- Click "Generate Preview" to view message in Preview section
 - Includes selected "Reason" and written "Comment for Vendor"



VIM Workplace Exception Return to Vendor

- Click "Send" icon
- "Return to Vendor" window will appear
 - o Click "Yes"

✓ < H < < < < < < < < < < < < < < < < <		
Return to Vendor		
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	Additional Documents	
E-Mail Address: dan@mcifoods.com; [add email address]	File Type Arch. Doc. Type Arch.Date	Arch 00:0
CC Requester:		00:0
Subject: Unable to Pay – Resubmit Revised Invoice		00:0
✓ Attach Invoice Image ⁽ S ^r)		
Reason	Language: EN	
Goods not received	Mail Template	
Ouality issue	/OPT/VIM_RTV_EXAMPLE	
Quantity issue		
Duplicate invoice		
Recipient address incorrect		
Missing or incorrect PO number		
Facilities- Arter the Fact, Contract/ Task Order Express Billing Period not within NTP/Task Order/Work Authorization - Contract Period	Generate Preview	
	Preview	
	Dear Vendor,	
Comment for Vendor	Accounts Payable received the attached reference invoice and is	
Unit Dwice Digeneratory fee DO line 2	returning your invoice. Accounts Payable is unable to process the invoice due to the reason(s)listed below:	
Unit File Discrepancy for Fo fine 3	Invoice Details: Invoice # : 123456TEST	
	Reasons:	
	Fride Issue	
	Please review any additional comments and make the necessary changes. Resubmit the revised/corrected invoice to invoices@lausd.net. The date of the revised/corrected invoice should be the date it is resubmitted, not the date of the original invoice.	
UP Process comments	Comments:	
Unit Fride Discrepancy for PO line 3	Unit Price Discrepancy for PO line 3	
	Thank you,	
	AP_PRCSR03	
	Tel.: Email:	



• Email notification will be sent to the vendor



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• Invoice will be obsoleted (deleted) from the workflow