

VIM Integrated Invoice Cockpit Price Discrepancy Exist (PO)

Overview

Invoice billing for higher unit price than Purchase Order unit price.

Exception Reason: Price Discrepancy Exist (PO)

Instructions

- Login to VIM
 - VIM will be another accessible main tab in SAP
- □ VIM Portal: VIM | Process Transactions | VIM Integrated Invoice Cockpit (IIC)

Home	Systems	Access Request	Recruiting	VIM
Process	s Transaction	s Reports	•	
Overview	v			
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Detailed	Navigation		IDDOA	System
 VIM Int 	tegrated Invoid	ce Cockpit	lkp QA	System

- □ Click ► symbol next to the folder to expand
 - Each invoice issue is categorized with a number count



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- Click on each invoice category to see the list of invoice/s
 - Use bottom scroll bar to access more columns such as Purchase Order, Vendor Name, Invoice, Exception Text, Discount, etc
 - Any column can be sorted or filtered by using the various function icons



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➡ For Exception Reason, Price Discrepancy Exist (PO), the invoice automatically workflows to the M&O Clerk for further review and approval

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Click "Execute" icon to access invoice for review





VIM Integrated Invoice Cockpit Price Discrepancy Exist (PO)



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



VIM Integrated Invoice Cockpit Price Discrepancy Exist (PO)

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	INVOICE ^
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	COMPLETERY 2484 Free Estimates Free Est
	CUSTOM MADE SEAT COVERS TRUCK CUSHIONS, BOATS (323)266-6568
	3811 E. OLYMPIC BLVD., LOS ANGELES, CA 90023-3197
	ADDRESS SCHOOL DISTRICT
	1.0.#9300513/19
	TYPE OF VEHICLE DATE 9-11-19
	QUANTITY DESCRIPTION Unit price Amount
	(2) Aud. SEAT-BACKS 40- 80,000
	MATERIAL 2000
	TAX L 80
	SOMALEE
	PIEASE READ: 9/11/2-019 SUBTOTAL 80 00
	ALL WORK DESCRIBED ABOVE TO MY SATISANGETIGAT. I OVER TRANSDOM TO 6 & 6 TOP SHOP TO OPERATE MY VEHICLE FOR TESTING AND PARKING PURPOSES, G & G TOS SHOP WILL NOT BE HELD RESPONSIBILI FOR LOSS OR DAMAGE TO VEHICLE OR ARTICLES LIFT IN VEHICLE IN CASE OF FIRE TOTAL 8 1 80
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• Click "Yes" if a Security Alert window appears



VIM Integrated Invoice Cockpit Price Discrepancy Exist (PO)

Security	Alert	۲
£	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 Integrated Invoice Cockpit Price Discrepancy Exist (PO)

Process PO Processing - Maintenance & Operations - 001000000215	
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Process PO Processing - Maintenance & Operations - 001000000215	
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Descence Onlines for DDBI/CDAL CLEDK MR O Javaire Descences	
Anniv Rules Anniv Business Rules	
Return to Vendor Return to Vendor	
Vendor Communication Vendor Communication	Process History
Add Supporting Doc Attach Supporting Documents	Comment Activity Status Process Type
Refer to Populationer Processon AP Processon P	Rusiness Rules Check in RG
	Refer to M&O PRINCIPAL CLERK Manual Check Needed / Missing Data for Indexing Lines (PC
	Workflow Start 🖌 Manual Check Needed / Missing Data for Indexing Lines (PC
Basic Data Line Items Accounting Tax Process	Update status 🖌
	BC Inbound
Price Discrepancy Exist (PO)	Farly Archiving
Vendor Data	
Vendor Number 1000001481 Display Vendor	
Vendor Name UNITED RENTALS INC.	
Name 2	
Street / House No 13316 SOUTH WESTERN AVENUE Country / Region US CA	
Posti Code / City 90249 GARDEINA PO Box Group	
Recipient Data	Approval History
Company Code 1000	
	Commenti Display item details Activity Actual Agenti Timestamp Doc. Log Date Time User Name
Invoice Data	
Trans./event Invoice	
Reference Number 184766700-001 Document Date 08/28/2020	
Auto-Calculate Tax	
Gross Amount 1,427.62 USD COB Balance 140.42-	
Total Tax Amount 91.20	
Vendor Charged Tax 113.62	
Discount Amount	
Freight Amount	
Requisioner TWSMAX	
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Invoice is <u>correct</u> \rightarrow Modify Purchase Order in Maximo

- Maximo PO modification will interface to SAP
 - Refer to Maximo Job Aids for Purchase Order modification, if needed
 - Ensure PO modification is complete before moving to next step
- Enter Goods Receipt in Maximo
- Maximo Goods Receipt entry will interface to SAP
- Invoice will auto-post when there are no other invoice issue(s) and matching Goods Receipt is in place. (GR qty = IR qty)

Invoice is incorrect \rightarrow Reject invoice to vendor

Click "Return to Vendor"



VIM Integrated Invoice Cockpit Price Discrepancy Exist (PO)

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

Co 🔁	nfirm Action Selection	×
Ø	Execute option Return to Vendor?	
	Yes No Cancel	

■ "Return to Vendor" screen will appear



VIM Integrated Invoice Cockpit Price Discrepancy Exist (PO)

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Return to vendor					
		Additional Documents			
E-Mail Address: bdavidson@vistapaint.com		File Type	Arch, Doc, Type	Arch,Date	Arch, Tin
		Ger 190	nen boer rype	/ Chouce	00:00:00
CC Requester:		- Ger			00:00:00
		- ar			00:00:00
Subject: Unable to Pay – Resubmit Revised Invoice		- 6			00:00:00
		< >			
✓ Attach Invoice Image					
Reason	L	anguage: EN			
Goods not received		Mail Template		he .	
Price issue		OPT/VIM_RTV_EXAMPLE		~	
Quality issue					
Quantity issue					
Duplicate invoice		4 1			
Recipient address incorrect					
Missing or incorrect PO number					
Facilities- After the Fact, Contract/Task Order Expired	<u> </u>	Generate Preview			
Bling Period not within NTP/Task Order/Work Authorization or Contract Period		Preview			
Comment for Vendor					
DP Process Comments					
DP Process Comments					
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DP Process Comments					
DP Process Comments					
DP Process Comments					
DP Process Comments					4

- Confirm vendor email address
 - If incorrect, delete current information and enter correct vendor email address
 - 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
 - "Comment to Vendor" this will appear on email communication to vendor
 - "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"
- □ Click "Send" icon
- Click "Yes"



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E-Mail Address: Ddavidson@vistapaint.com		Arch. Doc. Type	Arch.Date	Arcn. Tin
CC Requester:				00:00:00
	G & C			00:00:00
Subject: Unable to Pay – Resubmit Revised Invoice				00:00:00
	< >			
✓ Attach Invoice Image				
Reason	Language: EN			
Goods not received	Mail Template			
Price issue	OPT/VIM_RTV_EXAMPLE			
Quality issue				
Quantity issue				
Duplicate invoice				
Recipient address incorrect				
Missing or incorrect PO number				
Pacifices- After the Pact, Contract/ Task One Despred Paling Region act within NTD/Task Order/Mork on primition or Contract Daried	Generate Preview			
	Preview			
	Dear Vendor,			
Comment for the day	Accounts Payable received the	e attached reference invoice	e and is	
Comment for Vendor	returning your invoice. Acco	unts Payable is unable to pr	rocess the	
Vendor Information between invoice and PO does not match	invoice due to the reason(s)	iisted below:		
	Invoice Details:			
	Invoice # : 2019-063827-00			
	Reasons:			
	HISSING OF INCOFFECT PO NUMB	CL .		
	Please review any additional	comments and make the neces	ssary changes.	
	of the revised/corrected inv	voice should be the date it i	is resubmitted,	
DP Process Comments	not the date of the original	invoice.		
Vandas Information hatings invoids and D0 does not watch	Comments:			
vendor information between fuvoice and bo does not match	Vendor Information between in	nvoice and PO does not match	1	
	Thank you,			
	AP_PRCSR03			
	Tel			
	Email:			
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Email notification will be sent to the vendor



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☐ Invoice will be obsoleted (deleted) from the workflow