

TLX and Remittance of Payment

Iveco Group Supplier Manual

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|---------------------|------------------------|
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SUMMARY

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1 Introduction

1.1 Object

The Intesa Web Portal described in next paragraphs is accessible both by Iveco Group internal users and by Iveco Group suppliers.

The main purpose is to let the users display invoices sent by suppliers and allows suppliers to display Remittance of Payment released by Iveco Group.

Invoices are mainly tele-transmitted by suppliers in EDI standard format EDIFACT and ODETTE. Alternatively, they can be uploaded directly on the web portal.

Intesa systems check whether the format is correct, validate the invoices by applying specific business rules and translate them from the standard format into MDF format to forward to Iveco Group receiving systems. Each invoice is then matched with an APERAK message linking the invoice no. to specific invoice protocol data: the APERAK is sent back from Iveco Group systems to INTESA and the original Invoice is printed out with additional protocol data.

Remittance of Payment are released by Iveco Group systems and directly published to suppliers on Intesa web portal both in txt and PDF layout.

1.2 Homepage

The web portal is reachable at <https://ivgwqe.thb2b.intesa.it>

Before logging in you can display following sections:

- **Language setting**

You can set the language you prefer and choose among Italian or English



- **Setup**

You can find available minimum requirements for the browser to be able to correctly surf the web portal



User Setup

To access the service you need your own **Userid** and **Password**.
The following hardware and software requirements are recommended in order to use efficiently the service.

HW requirements
Please, check your hardware against the following feature:

- CPU Pentium 90 Mhz o higher.
- At least 32 Mb RAM.
- The PC must support the required browser version.

SW requirements
The Microsoft Internet Explorer Version 5.5 Service Pack 2 or higher is required.
If you need to install or update your browser just do it for free from the following web sites: <http://www.microsoft.com/> <http://www.microsoft.com/> <http://windowsupdate.microsoft.com/>
Check the following web browser settings.
Page refresh

- **Contact us**

You can find info and references in case you need to ask for Support

How to use

IVECO Users

In case you need Support you can open a ticket on
IVG Service Now: <https://ivgprod.service-now.com>
Support group: E_XXX_ITA_INTESA_RESOLVER

Supplier Users

The In.Te.S.A. S.p.A. Help Desk can be contacted in the following ways:

- **TELEPHONE**
 - From Italy dial the number: **800 805093**
 - From overseas dial the number: **+39 02 39309066**
- **WEB**
Visit the "Customer Area" section of the Help Desk site at: <http://www.hda.intesa.it>

Making the access to this reserved area you can:

- open a ticket;
- monitor the ticket status;
- consult the ticket archive.

- **E-MAIL**
 - Address for Italian and English language: helpdesk@intesa.it

All the instructions regarding how to open a ticket are available at <http://www.hda.intesa.it> in the "Help Desk Guide" section.

1.3 Login page and Change Password

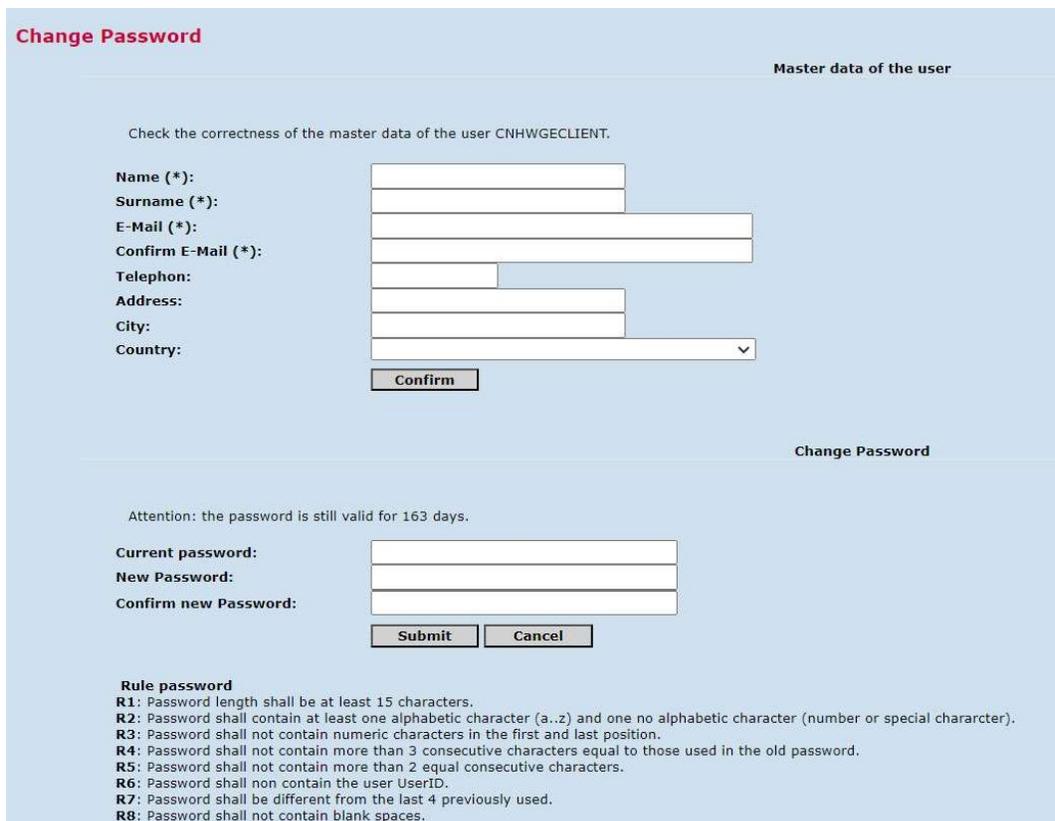
The user is provided with a user Id and password to be entered in the Homepage → Login



Once you have logged in for the first time you will be asked to

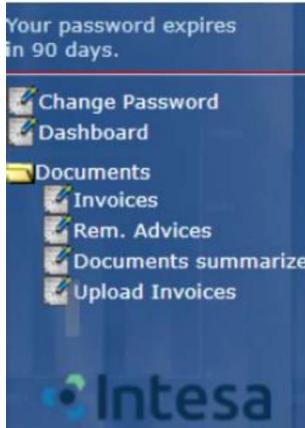
- confirm your personal data
- update the temporary password provided with a new definite one according to the rules listed below

The new password will be valid for 180 days.



Then, you will be able to display the full Menu on the left side of the page and start surfing

the web portal and its services.



2 Dashboard

2.1 Dashboard

The Dashboard service is a useful tool that allows the user to display new messages published by Iveco Group users. All the receivers also receive an automatic notification by email.

In the first page you can display the history with the full list of the messages published.



| ID | Contact | Category | Subject | File | Size(Kb) | Validity (from - to) |
|------|---------|-----------|--------------------------|-------------------|----------|-------------------------|
| 2417 | | DOCUMENTS | Installazione Trusted... | TrustedClient.zip | 22.738 | 19/04/2023 - 31/12/2035 |

You can check the content by clicking on the Subject

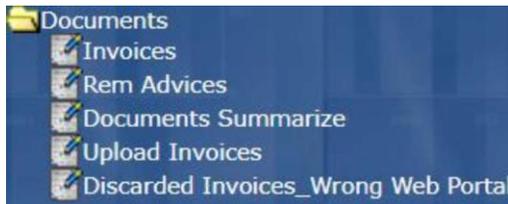


and download the attachment by clicking on "File"

3 Invoices and Remittance of Payment

3.1 Documents and monitoring

This section allows to display inbound and outbound files available on Intesa Portal.



Here is the list of available menus related to INVOICES:

“Invoices” (Invoices)

This section allows you to display invoices correctly translated and displayable by

- Iveco Group Customer Company name
- Invoice final status
- Iveco Group Customer Company code
- Supplier code
- Invoice no.
- Invoice date (time range)
- Invoice receiving date (time range)

Specifically, available status are

READY → the Invoice was correctly received on Intesa system, but not yet managed

PARKED → the Invoice was correctly received and managed, but the MDF output has not been sent to the receiving system yet. No protocol data are available on the PDF layout.

SENT → the Invoice was sent as MDF output towards receiving system. No protocol data are available on the PDF layout: these data are still to be sent inside the APERAK file from the receiving system.

APPROVED → the document has been correctly sent and registered in the receiving system: protocol data are available on the PDF layout. No specific printout of the data has been released and sent to DOCMA environment, yet.

PRINTED → the document has been correctly sent and registered in the receiving system: protocol data are available on the PDF layout. Specific printout of the data has been released and sent to DOCMA environment: they are also available to be downloaded in the zip folder.

AUTOREFUSED → the invoice could not be correctly processed (after the “READY” status)

because of wrong wrong/missing data. MDF output file could not be released and as output we have an “AUTOAPERAK KO”.

DUPLICATED → the invoice could not be correctly processed (after the “READY” status) because it has the same number of a past invoice.

REFUSED → the Invoice received an APERAK message back but was refused and no protocol data are available on the PDF layout

Documents » Invoices

Search Cancel Record: 1..50 di 11078 | DOWNLOAD SELECTED Page: 1

| | Cust. company name Status | Company Supplier code | Number | Reception date from/to Document date from/to |
|--------------------------|------------------------------|--------------------------|----------|---|
| <input type="checkbox"/> | Iveco S.p.A. DUPLICATED | G021 0000007020 | 13007532 | 14/12/2022 15.02.57 16/05/2022 |
| <input type="checkbox"/> | Iveco S.p.A. SENT | G021 0000007020 | 13007532 | 16/05/2022 21.02.07 16/05/2022 |
| <input type="checkbox"/> | Iveco S.p.A. DUPLICATED | G021 0000007020 | 13007532 | 22/03/2023 21.01.34 16/05/2022 |
| <input type="checkbox"/> | Iveco S.p.A. PRINTED | G021 0000007020 | 13025089 | 20/06/2022 20.01.18 20/06/2022 |

You can download a PDF printout of the Invoice including, when available, protocol information.

“Remittance of Payment”

This section allows you to display what are the Remittance of Payment published and displayable by

- Iveco Group Customer Company name
- Iveco Group Customer Company code
- Supplier Code
- Document no.
- Document date (time range)
- Document receiving date (time range)

All documents are available to be downloaded both in txt and PDF format.

Documents » Rem. Advices

Search Cancel Record: 1..50 di 132 | DOWNLOAD SELECTED

| | Cust. company name Suppl. company name | Company Supplier code | Number | Inserted on data from/to Document data from/to |
|--------------------------|---|--------------------------|-----------|---|
| <input type="checkbox"/> | IVECO FRANCE TEST SUPPLIER | G144 0000007020 | ZF1541104 | 14/04/2023 14/04/2023 |
| <input type="checkbox"/> | IVECO FRANCE TEST SUPPLIER | G144 0000007020 | ZF1541104 | 14/04/2023 14/04/2023 |

3.2 Documents Summarize

This section allows to recall and display invoice files directly from Iveco Group SAP system.

By clicking on the blue box, you can filter by Customer Company.

Documents > Documents summarize - Search

Select the company client and the supplier code enabled by the control:

Company client*: Company name*:
 Sector code*: Company name*:

Select type of search: Invoice Date or Invoice Numbers

Invoice Date From: To:

Invoice Numbers Year: 2023

Please note that the data and the amounts contained in the "Document summary" are supplied as they appear at the moment of the consultation and have indicative values susceptible of variations and updates as effect of verification processes by Gesco. The "payable" status does not constitute, therefore, formal engagement to the liquidation towards the credit institutions.

You can select the proper Sector Code you want to display data for, and click on "Search"

Trusted HUB Documents > Documents summarize - Search supplier - Google Chrome

t1b2b.intesa.it/ADM/N2/pcpup/wgescoSearchFormItora.do?TSJ3MIT=TRUE&serviceid=46531

Search supplier

Record found: 3 Page 1 of 1

| Company | Sector code | Client company name | Supplier company name |
|---------|-------------|---------------------------|-----------------------|
| 6000 | 0000207244 | TEKSID ALUMINUM srl a s.u | VENTANA SERRA S.P.A. |
| G021 | 0000280C67 | Iveco S.p.A. | VENTANA SERRA SPA |
| G032 | 0000280C67 | Irisbus Italia S.p.A. | VENTANA SERRA SPA |

You can complete your research searching by Invoice date or Invoice no.

Documents > Documents summarize - Search

Select the company client and the supplier code enabled by the control:

Company client*: G021 Company name*: Iveco S.p.A.
 Sector code*: 0000080067 Company name*: ILLI SUPPLIER

Select type of search: Invoice Date or Invoice Numbers

Invoice Date From: To:

Invoice Numbers Year: 2023

Please note that the data and the amounts contained in the "Document summary" are supplied as they appear at the moment of the consultation and have indicative values susceptible of variations and updates as effect of verification processes by Gesco. The "payable" status does not constitute, therefore, formal engagement to the liquidation towards the credit institutions.

Then, you will get the list of available invoices with Doc no, date, Amount and Status.

You can download the same list of data in .txt format by clicking on “File Download”

Documents » Documents summarize - Details

Date update: 12.06.2023
 Customer: 0021 - Iveco S.p.A.
 Company Supplier: 000080067- ILSI SUPPLIER

Please note that the data and the amounts contained in the "Document summary" are supplied as they appear at the moment of the consultation and have indicative values susceptible of variations and updates as effect of verification processes by Gesco. The "payable" status does not constitute, therefore, formal engagement to the liquidation towards the credit institutions.

| Document Number | Document Date | Amount | Currency | Pay date | Document State |
|---|---------------|--------|------------|----------|-----------------------------|
| <input checked="" type="checkbox"/> VM23-501179 | 05.06.2023 | | 111,80 EUR | | In progress of verification |
| <input type="checkbox"/> VM23-901180 | 05.06.2023 | | 111,80 EUR | | In progress of verification |

Call center n | **File download** | Back

3.3 Upload Invoices

In case you do not use any Protocol Transmission for the Invoice sending to Iveco Group systems, you can Upload the Invoices directly from the web portal service “Upload Invoices”

On the “Upload” tab you can browse, select the file and upload it.

Documents » Upload Invoices

Upload | History

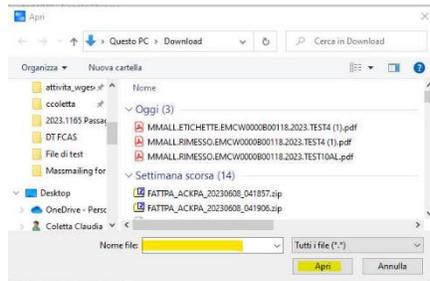
Select file - Step 1 of 3

Select the sender ID then press the **Browse** button in order to select the file to be loaded, then press the **Upload** button.

Sender ID:

File: Nessun file selezionato

Upload | Cancel



In the history tab you can find the list of recent uploaded files

Documents » Upload Invoices

Upload | **History**

History documents

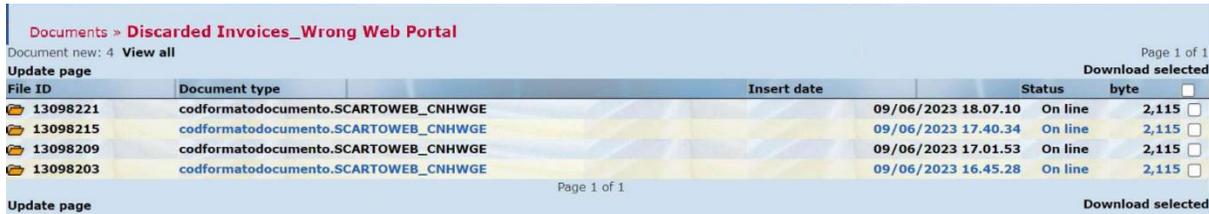
Documents found: 337 Page 1 of 17

| File ID | Document type | File name | Insert date | Dim.(Kb) | State |
|-----------|----------------|---|---------------------|----------|-----------|
| 325060161 | FOLDERWEBGESCO | WGESCO.WG0061302.20389939.WEBGESCO.txt | 13/06/2023 09.09.03 | 957 | Processed |
| 324963981 | FOLDERWEBGESCO | WGESCO.WG0061302.203858907.WEBGESCO.txt | 12/06/2023 08.43.07 | 35 | Processed |
| 324963674 | FOLDERWEBGESCO | WGESCO.WG0061302.203858812.WEBGESCO.txt | 12/06/2023 08.41.03 | 859 | Processed |
| 324922208 | FOLDERWEBGESCO | WGESCO.WG0061302.203805002.WEBGESCO.txt | 09/06/2023 09.06.39 | 598 | Processed |
| 324216667 | FOLDERWEBGESCO | WGESCO.WG0061302.203766346.WEBGESCO.txt | 08/06/2023 09.08.10 | 520 | Processed |
| 324586192 | FOLDERWEBGESCO | WGESCO.WG0061302.203726221.WEBGESCO.txt | 07/06/2023 09.02.30 | 572 | Processed |

3.4 Discard of WEB Invoices

In case you have uploaded on Iveco Group Web Portal a single Odette file with multiple Invoices for IVECO GROUP, CNH or STELLANTIS Companies, only the ones belonging to Iveco Group Companies will be correctly managed.

The others will be discarded, and the discard will be made available in this section.



| File ID | Document type | Insert date | Status | byte | Download selected |
|----------|--------------------------------------|---------------------|---------|-------|--------------------------|
| 13098221 | codformatodocumento.SCARTOWEB_CNHWGE | 09/06/2023 18.07.10 | On line | 2,115 | <input type="checkbox"/> |
| 13098215 | codformatodocumento.SCARTOWEB_CNHWGE | 09/06/2023 17.40.34 | On line | 2,115 | <input type="checkbox"/> |
| 13098209 | codformatodocumento.SCARTOWEB_CNHWGE | 09/06/2023 17.01.53 | On line | 2,115 | <input type="checkbox"/> |
| 13098203 | codformatodocumento.SCARTOWEB_CNHWGE | 09/06/2023 16.45.28 | On line | 2,115 | <input type="checkbox"/> |

In the folder are available the discarded files to be downloaded.

The Document Type will be named after the Community (CNH or STELLANTIS) it belongs to; you can then pick the discarded files and upload them on the right WEB PORTAL:

CNH → <https://cnhwge.thb2.intesa.it>

STELLANTIS→ <https://wgesco.thb2.intesa.it>